



Consolidated Annual  
Performance &  
Evaluation Report  
Longview-Kelso Consortium



2013



Longview-Kelso HOME Consortium  
City of Longview CDBG Entitlement

**Consolidated Annual Performance and  
Evaluation Report**

**2013 Program Year**

August 1, 2013 - July 31, 2014

**Comment Period: October 14, 2014 through October 28, 2014**

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EQUAL HOUSING  
OPPORTUNITY



**2013 HOME and CDBG  
Consolidated Annual Performance & Evaluation Report**

**Table of Contents**

**Part 1: Affordable Housing and Community Development  
Goals and Accomplishments** **Page**

Executive Summary of Activities and Performance .....	3
Annual Performance Report & CDBG and HOME Narratives.....	8
2009-2013 Summary of Housing & Community Development Objectives .....	34
2013 CDBG Funding .....	40
2013 HOME Funding .....	41
Affirmative Marketing List.....	42
Match Form .....	43
Match Log .....	44

**Part 2: CDBG Subrecipient Reports**

*Main Entitlement Projects*

City of Longview .....	48
▪ Archie Anderson Park Basketball Lighting	
Community House on Broadway.....	51
• Renovating Community House	
Highlands Neighborhood Association.....	53
▪ Highlands Community Center Renovation	
Longview Housing Authority .....	54
▪ Elderly Aging-in-Place Grant Program	
Stageworks Northwest .....	55
▪ Rehabilitation 1433 Commerce Ave. - Longview Theater	

*Public Services*

Lower Columbia Community Action Council .....	59
▪ HELP Warehouse	

*Planning*

Cowlitz-Wahkiakum Council of Governments .....	62
▪ 2014-2018 Consolidated Plan	

## **Part 3: HOME Subrecipient Reports**

<b>Cowlitz County Habitat for Humanity .....</b>	<b>68</b>
▪ Longview	
▪ Kelso	
<b>Foundation for the Challenged .....</b>	<b>71</b>
▪ Longview Home for the Disabled	
▪ Kelso Home for the Disabled	
<b>Longview Housing Authority .....</b>	<b>76</b>
▪ Highlands Homeownership Promotion – 143 17 <sup>th</sup> Ave. Longview	
▪ Tenant Based Rental Assistance for Domestic Violence Survivors	
<b>Lower Columbia Community Action Council .....</b>	<b>81</b>
▪ Homeless Supportive Housing, Longview – 965 33 <sup>rd</sup> Ave., Longview	
▪ 4570 Windemere Street, Longview	
▪ 4560 & 4564 Windemere Street, Longview	
▪ 1124 N. Pacific Avenue, Kelso	

## **Part 4: Citizen Participation**

<b>Advertisements .....</b>	<b>90</b>
▪ 2012 CAPER Comment Period Display Ad	
▪ Request for 2013 HOME & CDBG Proposals Display Ad	
▪ CDBG Public Hearing for 2013 Project Selection Display Ad	
▪ HOME Public Hearing for 2013 Project Selection Display Ad	
▪ 2013 Annual Plan Comment Period Display Ad	
<b>Fair Housing .....</b>	<b>94</b>
▪ Fair Housing Training – July 23, 2014	
<b>Longview and Kelso City Council Public Hearing &amp; Meeting Minutes</b>	
▪ October 24, 2013 Longview City Council .....	<b>96</b>
2012 Consolidated Annual Performance and Evaluation Report	
▪ March 28, 2013 Longview City Council .....	<b>98</b>
2014 CDBG Allocations Public Hearing	
▪ April 16, 2013 Kelso City Council .....	<b>101</b>
2014 HOME Allocation Public Hearing	
▪ April 25, 2013 Longview City Council .....	<b>103</b>
2014 HOME Allocations Public Hearing	

▪ July 25, 2013 Longview City Council .....	106
Revise the Funding for the Help Warehouse and the Archie Anderson Park Basketball Lighting Project	
Cowlitz-Wahkiakum Housing Advisory Committee Membership List .....	108
Cowlitz Housing First! Coalition Membership List .....	109



## Part 1

# Affordable Housing & Community Development Goals and Accomplishments



**City of Longview Community Development Block Grant (CDBG)  
Longview-Kelso HOME Consortium**

**2013 Annual Performance Report &  
HOME and CDBG Narratives**

**Executive Summary**

The Home and CDBG Programs are administered by the City of Longview Community Development Department. The City of Longview is also lead agency for the Longview-Kelso HOME Consortium. This is the 5th year of the 2009-2013 Consolidated Plan.

The 2013 Program year covers the period from August 1, 2013 through July 31, 2014. During this period nine (9) subrecipients and the City of Longview had twenty (20) projects underway. Of these projects four (4) CDBG projects and three (3) HOME projects were completed. A 2013 program year funding allocation summary for CDBG and HOME follows the narrative. Project Annual Reports submitted by each agency are located in Sections 2 and 3.

**CDBG**

The following CDBG projects were **completed** in the 2013 Program Year

*City of Longview/Cowlitz-Wahkiakum Council of Governments*  
**2014-2018 Consolidated Plan (2013)**

This 5-year community-based plan will provide an update of U.S. Census data, identify neighborhood needs and strategies to serve low/moderate income persons, and list program priorities for the HOME Program and Community Development Block Grant Program. A consultant will be hired to prepare the plan using HUD's new electronic submission requirement. The plan is required by the Department of Housing and Urban Development for continued City of Longview HOME and CDBG Entitlement funding. \$15,887.60 with additional CDBG Admin for a total project cost of \$25,000. To date \$18,750 had been spent in PY 2013

***The 2014-2018 Consolidated Plan was completed and submitted to HUD and approved.***

*Lower Columbia Community Action Program*  
**Help Warehouse (2013)**

Collect and distribute food to eight area food banks and provide emergency food boxes and home delivery to low-income City of Longview residents. \$41,458.80 The entire allocation was spent in 2013 PY. (\$4,071.08 was spent in the Help Warehouse 2012 activity as was \$794.93 to match the IDIS Summary of Accomplishments Report.)

***The Help Warehouse provided commodities to 1,571 households and 2,910 individuals during August 2013 and July 2014.***

### **Micro-Business Development and Support (2010)**

Provide education, training, coaching and micro-loan opportunities (through other funding) to Longview residents who are considering starting or who have started a micro-enterprise. Lower Columbia Community Action Program requested \$74,240 and was funded at \$73,141. \$39,904.79 was drawn through the Program Year 2011 with \$9,522.10 drawn in PY 2012. \$866.18 was spent in 2013 PY according to the vouchers completed.

*Seven sets of "Business Start-up 101" classes were held in PY 2012. Each set is 8-weeks long covering a wide range of business steps in a core curriculum. Seventeen (17) Longview residents were enrolled during PY 2012. Report is in the 2012 CAPER.*

#### *Stageworks Northwest*

### **Rehabilitation of 1433 Commerce Avenue (2012)**

Provide exterior building rehabilitation to the former Longview Theater to remove downtown blight and install a new HVAC system to make building useable for live theater productions. Building code compliance issues are also addressed. \$157,838 Fully Funded. \$134,844.64 was drawn in the 2012 Program Year and \$22,993.36 has been spent in 2013 PY.

*Exterior painting of the upper front exterior and rear of building was accomplished through this downtown rehabilitation. HVAC was installed with associated electrical work and programmed controls. The marquee was replicated and installed.*

The following CDBG projects are **underway**:

#### *City of Longview Parks and Recreation Department*

### **Archie Anderson Park Basketball Court Lighting (2013)**

Replace two wooden light poles with four steel light poles and two energy-efficient lights on each pole. \$91,589.81 \$0 was spent in 2013 PY.

*Engineering was done and the project was bid in August 2014.*

#### *Community House on Broadway*

### **Renovating Community House (2013)**

Replace 37 windows at the Community House on Broadway homeless shelter and convert space on the first floor for handicapped residents. Additional funding will complete the project replacing 30 windows for a total of 67 windows. \$16,000 \$10,900 was spent in 2013 PY.

*New windows were put in the facility and the ADA room in under bid.*

#### *Longview Housing Authority*

### **Elderly Aging in Place Grant Program (2012)**

Provide grants for housing modification for seniors to "age in place." Modification may include wheelchair ramps, improving kitchen and bathroom accessibility and safety; and widening doorways for access based upon the individual's need. Additional modifications may be considered. \$4,607.95 with supplemental CDBG Program Income at \$10,000 for

total funding of \$14,607.95. \$4,097.64 spent in the 2012 Program Year. \$3,431.96 was spent in 2013 PY according to completed vouchers.

***A total of five wheelchair ramps have been installed and one bath tub conversion in five homes.***

### **Tenant Based Rental Assistance Services & Management (2013)**

Provide housing services and management for victims of domestic violence for tenant based rental assistance funded under the HOME program. 10 families are planned to be served through the HOME allocation. **\$6,204**

***The Longview Housing Authority has been drawing their funds down at \$517 per month during 2013 PY with October 2012 through June 2013 total of \$5,170.***

### *Highlands Neighborhood Association*

#### **Highlands Community Center Project Phase 1 (2013)**

Rehabilitate a single-family home into a community center for the Highlands neighborhood located at 292 21<sup>st</sup> Ave. (corner of Alabama St.) \$98,948.99 \$8,062 was spent in 2013.

***Architectural plans were done by Brittell Architecture. This project is underway with NewRock Homes being the prime contractor. It is expect to be done by the end of September 2014.***

## **HOME**

The following HOME projects were **completed** during the 2013 Program Year:

### *Longview Housing Authority*

#### **Highlands Homeownership Promotion (2012)**

Acquire property at 143 17th Ave., Longview, demolish existing structure and construct a new single-family home for a homebuyer at or below 80% of median income. \$60,000 \$49,407.83 was spent through 2012 PY. \$10,592.17 was spent in PY 2013 spending the entire allocation.

***A blighted home was demolished in June 2013 and a three-bedroom home was completed. The Longview Housing Authority got credit worthy homebuyers to buy the home.***

### *Lower Columbia Community Action Program*

#### **CAP Homeownership - 4570 Windemere St. (2013)**

Construction of a single family home was completed for affordable homeownership. There was an allocation of \$144,000 for the home. Spent in 2013 PY was \$76,686.50 with \$67,313.42 spent in early 2014 PY.

**The single-family house was constructed and a family was found for the home which moved in on August 1, 2014.**

**965 33<sup>rd</sup> Ave. Supportive Group Home (2011)**

A six-bedroom, three bath home will provide supportive housing for homeless individuals/couples. \$94,188.14 spent in and through 2012 PY for construction. The remainder of the appropriations were spent in the 2013 PY with CHDO 2013 (\$9,361.90) spent as well. The entire building construction was \$168,627.78 excluding land cost and CHDO Management (previous to 2013). \$

*This project was combined with HUD Supportive Housing Program funding. Construction was delayed due to soil compaction issues in Spring 2013. Construction was completed with an Open House on September 9, 2013 and 100% rental occupancy was achieved. Lower Columbia Community Action staff in in charge of supportive case management for the six (6) occupants.*

The following HOME projects are **underway**:

*Cowlitz County Habitat for Humanity*

**2010-2011 Project Longview (2010)**

Acquired two properties for construction of new single family homes. Cowlitz County Habitat for Humanity requested \$160,000 and was funded at \$80,000. 311 25th Ave. - \$9,043.08 spent in 2012 PY for and \$34,043.08 through 2012 PY. PY 2013 spent \$3,690.62 to close the project. \$2,266.30 was deobligated to 262 17th.

262 17<sup>th</sup> Ave. - \$113.66 spent in 2012 PY and \$15,113.66 spent through 2012 PY. \$14,371.91 was spent in 2013 PY.

*311 25<sup>th</sup> Ave home has completed constructed and a family has taken ownership in October 2013.*

*262 17<sup>th</sup> Ave – Home construction underway with estimated completion this Fall with a selected homeowner family.*

**2011-2012 Project Longview (2011)**

Acquired two properties for construction of new single family homes. Cowlitz County Habitat for Humanity Requested \$88,000 Funded at \$100,000 231 Carolina St - \$17,000 spent in and through 2012 PY. \$57.24 spent in 2013 PY. 289 29th - \$0 spent in and through 2012 PY. \$20,000 spent in PY 2013

*231 Carolina St. and a second property at 289 29<sup>th</sup> Ave. were purchased. Habitat's Family Selection Committee is reviewing homeownership applications for these homes.*

**2011-2012 Project Kelso (2011)**

Acquire one or more properties for construction of new single family homes. Cowlitz County Habitat for Humanity Requested \$45,000 Funded at \$62,854.31. \$0 spent in and through 2012 PY. \$17,000 was used to purchase property in PY 2013.

*Habitat has purchased 1426 Ross Ave. and has found a family to partner with.*

*Foundation for the Challenged*

**Foundation for the Challenged HOME (2013)**

Purchase a residential property for rental occupancy for persons with disabilities. The property will contain 4-bedrooms in a single-family home on Windemere St. \$0 money spent in 2013 PY.

**Lower Columbia Community Action will act as the general contractor and begin construction in 2014 PY.**

**Foundation for the Challenged HOME in Kelso (2013)**

Purchase a residential property for rental occupancy for 4 (four) persons with disabilities. A duplex will be construction on the former Cowlitz Cottages property. \$0 money spent in 2013 PY.

**Lower Columbia Community Action will act as the general contract and begin construction in 2014 PY.**

*Longview Housing Authority*

**Tenant Based Rental Assistance for Survivors of Domestic Violence**

Provide transitional housing rental assistance for 10 participants for 12 months who are referred from the Emergency Support Shelter and receiving supportive services. \$62,040 \$34,169 was spent in 2013 PY.

**This project had 9 participants but 4 were terminated. More participants can be housed through the remaining funding.**

*Lower Columbia Community Action*

**Cowlitz Cottages**

This project was not viable and in its place will be constructed two Foundation for the Challenged Homes for a total of eight residents. (2013 and 2014).

**46<sup>th</sup> St. at Windemere Self-Help Housing Phase 2 (2013)**

Construct remaining five (5) single-family. An affordable single family home (2014) will be built at 4564 Windemere and a second Foundation for the Challenge Home will be built on one the lots (2014). This leaves 3 lots to be constructed on. \$0 in and through 2012 PY.

**5% Operating Costs**

5% Operating Costs went to the Energy and Housing Division to cover salaries, benefits and taxes. \$13,238.75 was obligated and spent.

## Geographic Distribution of 2012 Funding

The following projects are listed by Census Tract (CT) noting the amount of funding and the percent of total funding invested (excluding Administration and Planning):

### CDBG

Downtown Slum & Blight Area (Low-Income) CT 1.00  
Renovating Community House \$ 16,000 (6%)

### Longview

Highlands Neighborhood CT 5.02  
Archie Anderson Park Basketball Lighting \$ 91,589 (36%)  
Highlands Community Center Project Phase 1 \$ 98,948 (39%)

### Citywide CDBG

Help Warehouse \$ 41,458 (16.5%)  
TBRA Rental Assistance and Management \$ 6,204 (2.5%)

### HOME

#### *Longview*

CAP Homeownership – 4570 Windemere St. \$144,000 (42%)  
Foundation for the Challenged Home \$ 45,000 (13%)  
Tenant Based Rental Assistance \$ 62,040 (18%)

#### *Kelso*

Cowlitz Cottages (not a project now) \$ 48,473 (14%)  
Foundation for the Challenged Home \$ 45,000 (13%)

## Fair Housing

### Fair Housing Posters

Housing posters were provided to all 15 area banks for posting.

### Fair Housing Advertising

Fair Housing Advertising was done in the Daily News in February 2014.

### Fair Housing Training

The Longview Housing Authority presented a ½ day class on July 23, 2014 on issues concerning reasonable accommodation, domestic violence situations, families with children, and/or tenant-on-tenant harassment. Jo Becker, an Education and Outreach Specialist, is with the Fair Housing Council of Oregon.

## **Analysis of Impediments to Fair Housing Choice**

The City of Longview developed a new Analysis of Impediments to Fair Housing Choice through the Fair Housing Center of Washington. The document was completed in September 2011 and presented to the City Council in December 2011. Resolution #2012 was adopted in February 23, 2012 to use the plan for guidance in promoting Fair Housing.

The document lists the following Impediments and Recommendations

## **V. Identified Impediments and Recommendations**

To assist the City of Longview in ensuring fair housing protection, the following issues are submitted as areas of consideration for focus:

**Impediment I:**      **Though formal complaint data in Longview is minimal, housing discrimination primarily affects persons with disabilities, persons of color, and families with children. This is supported by Cowlitz County complaint data which was analyzed for the City of Longview statistics.**

- Fair housing complaints from residents of Longview and surrounding Cowlitz County reflect national trends with allegations of discrimination on the basis of disability comprising the most frequently cited protected class. An increasing number of these disability complaints involve failure to provide reasonable accommodations.
- While disability and race comprise the top two protected classes cited in fair housing complaints filed nationally, family status comes in as the third most frequent protected class (20%). In Longview during this time period 7.5% of fair housing complaints filed were familial status. In 2010 a sexual orientation case was filed.
- In 2004 the Fair Housing Center of Washington conducted twenty-two (22) matched-pair tests of housing providers in Longview. Of these tests, eleven (11) were rental audit tests based on national origin. The results of the 11 tests include five (5) tests which indicated differential treatment towards the Hispanic testers.
- Race-based Native American testing indicated a differential treatment rate of 57%. National Origin (Hispanic) testing indicated a differential treatment rate of 44%.

**Impediment II:**      **Home mortgage lending data show that Hispanic and Native American, followed by African American homebuyers are more likely to be denied financing of home mortgage loan products.**

- In 2009, white applicants had the lowest denial rate of all conventional mortgage applicants.
- Native Hawaiian and Other Pacific Islanders are denied conventional mortgage financing at much higher rates than whites and Asians, while African-Americans, Hispanics, Native Americans and Alaskan Natives were also denied conventional financing at higher rates than whites and Asians.
- In 2009, white re-finance applicants had the lowest denial rates. American Indians had the second lowest denial rates and Asians and Hispanics were the next lowest. The highest denial rates were experienced by Native Hawaiian and Other Pacific Islanders and Blacks or African Americans.

- Both nationally and within the Longview MSA, the use of subprime mortgages has increased substantially. Nationally and in this MSA, households of color are disproportionately likely to obtain subprime mortgage financing.

**Impediment III: Members of the public, especially housing professionals and community service providers, have limited knowledge of protected classes, fair housing laws and the resources available to them.**

- Survey responses indicate a lack of knowledge about fair housing protections, including a lack of familiarity with protected classes.
- Survey responses reflect an interest in more fair housing education and outreach to increase knowledge of fair housing topics and rights.

**Impediment IV: Zoning and land use decisions can have a discriminatory impact on protected classes under federal and state fair housing laws.**

- Evaluating zoning policies utilized by neighboring governments in order to assess whether the implementation of reasonable accommodation provisions in the zoning code could assist the City to better balance the enforcement of its zoning and building codes with affirmatively furthering fair housing protections for group homes.

## **Recommendations**

To address the impediments to fair housing choice identified in this report, it is recommended that the City of Longview strengthen its commitment to affirmatively further fair housing. Implementation of the following recommendations will enhance Longview's interest in fair housing activities and alleviate remaining impediments to fair housing choice:

**Recommendation I: Expand Current Education and Outreach Efforts.**

It is critical that the City of Longview take steps to ensure that fair housing is fully integrated into its housing and human services strategies to better reach the community, especially those most affected by housing discrimination. It is recommended that the City of Longview:

- A. Expand education programs and materials for the community.
- B. Promote fair housing educational programs for local housing providers.
- C. Develop fair housing educational programs for housing and human services agencies and staff who serve protected classes, especially immigrants, families, persons with disabilities and Native Americans.

- D. Ensure fair housing informational resources are made available to community partners to facilitate their ability to affirmatively further fair housing.
- E. There is a need for fair housing information directed towards programs that affect an individual's housing choice. Shelters and Housing programs would benefit from educating staff members and should implement policies that further fair housing in programs that members of protected classes will most likely utilize.
- F. Ensure that translated fair housing materials are available to immigrant groups.
- G. Increase fair housing information and expand links to fair housing laws/programs on the City of Longview website. Advocate with newspapers, real estate organizations, and housing providers to increase accessibility to fair housing internet resources on their websites and to display fair housing information/resources in their offices. Advocate for inclusion of the publisher's non-discrimination statement in local print and electronic media and including links or information that pertain specifically to state and local protected classes.
- H. Ensure that public officials, City Planners, and community service providers receive basic and advanced fair housing training targeted to their specific needs.

**Recommendation II: Implement Fair Housing Testing Activities**

Complaint data and testing activities in Longview and Cowlitz County demonstrate that protected classes encounter differential treatment when seeking housing. To alleviate such impediments and to measure progress in correcting discrimination, it is recommended that the City of Longview:

- A. Initiate testing of housing providers to measure their willingness to make reasonable accommodations for prospective disabled residents. Additional Hispanic testing is recommended, along with Disability and Race testing.
- B. Utilize complaint and testing results to inform education and outreach efforts.

**Recommendation III: Target homeownership and lending marketing households and people of color to include African American, Hispanic, and Native American homebuyers.**

- A. Ensure fair housing is incorporated into homeownership initiatives.
- B. Ensure that Longview funded housing programs are working with banks with favorable Community Reinvestment Act (CRA) ratings.
- C. Work with banks to promote high CRA ratings and to invest in Longview's borders.
- D. Work with real estate organizations, banks and lending institutions to increase marketing to African American, Native American and Hispanic homebuyers.
- E. Work with developers and grantees to affirmatively market first time home buyer opportunities to communities of color, especially projects utilizing City assistance.

- F. Applications for government-insured loans should be monitored in Longview over time.

**Recommendation IV: Consider policies that encourage inclusion of individuals covered by protected classes under federal and state fair housing laws.**

- A. Consider adding the additional protected classes of marital status, sexual orientation (and gender identity) and veteran or military status, which are listed in the Washington's Law Against Discrimination, to Longview's Fair Housing Policy.
- B. Consider land use policy revision to ensure a mechanism for requesting reasonable accommodations and include opportunities to publicize the new provisions.
- C. Carefully consider the costs and benefits to low-income individuals of land use and zoning policies in order to proactively affirmatively further fair housing in Longview.
- D. As the 2011 AI is considerably more comprehensive than the 1999 AI, the AI should be updated every two to five years, with updates to be funded such that they do not detract from resources for fair housing counseling and enforcement.
- E. Conduct a full review of the Longview Housing Authority. LHA should complete a stand alone Analysis of Impediments to Fair Housing Choice in order to ensure compliance with federal, state, and local fair housing laws. Staff should receive regular basic and advanced fair housing training yearly at a minimum, and document said training. LHA should revise its Request for Reasonable Accommodation that is provided to tenants, and begin to keep a comprehensive reasonable accommodation log for record keeping to include: the date of the request, the nexus between the request and the disability without asking what the disability is, whether the request was granted or denied and the reasons why, or whether an alternative accommodation was presented to the requestor in an attempt by LHA to make a good faith effort at back and forth conciliation.

**Recommendation V: Develop a Fair Housing Action Plan**

- A. Pursuant to the GAO's September 2010 AI report, it is recommended that the City of Longview establish a fair housing action plan, containing express implementation time frames, derived from the recommendations contained in this report.
- B. To avoid the criticisms expressed by the GAO, the final iteration of this AI should be signed by either the City Manager or the Mayor of the City of Longview.

## **Recommendation VI: Continue to Monitor Fair Housing Trends**

In a community as evolving as Longview, new policy challenges may emerge in response to a diverse and changing population and regional economic trends. Below are suggested methods to continue to monitor local and national fair housing trends in order to stay current with policy changes as they happen:

- A. Monitor HUD's responses to the Westchester litigation.
- B. Monitor efforts to amend the federal Fair Housing Act.
- C. Monitor the Governor's proposal to create a State Office of Civil Rights.

## **Conclusion**

The City of Longview is committed to incorporating fair housing into its programs and activities. The City's investments to educate its citizens about fair housing and support for testing to identify impediments to fair housing will enable Longview to increase fair housing opportunities and to serve as a model for implementing initiatives designed to affirmatively further fair housing.

### **Continuing Activities**

- Expand opportunities for information, educational opportunities and technical assistance to the community to assure that all citizens have housing choices regardless of race, color, religion, sex, familial status, national origin, or handicap. Continue offering landlord/tenant workshops with fair housing components at times convenient to the public.
  
- Continue to monitor the implementation of the city's Analysis of Impediments to Fair Housing Choice. Conduct reviews of progress towards eliminating impediments to fair housing on a regular basis through the Regional Housing Advisory Committee.

### **Recommended Strategies**

1. Implement recommendations from the new Analysis of Impediments. Track progress annually.
2. Expand current education and outreach efforts, and standardize and better integrate fair housing information into programs offered by HOME jurisdictions and sub-recipients.
3. Consider passage of a local fair housing ordinance that reflects state enforcement mechanisms.
4. Incorporate information on predatory lending in the Consortium's website and partnering agency homeownership materials.
5. Conduct periodic evaluation of IDIS data to identify how members of the protected classes benefit from HOME-funded activities
6. Encourage and monitor HOME partnering agencies with primary responsibility for providing fair housing enforcement and education services.
7. Expand availability of Fair Housing literature in multiple languages.
8. Create a central clearinghouse or identify web links for key agencies to include on their web sites.
9. Encourage fair housing opportunities for all citizens:
  - Treat housing for disabled the same as family housing in codes
  - Treat residential group homes for children same as family housing under code
  - Target homeownership and lending marketing to African-American and Hispanic households.
  - Encourage production of large family rental units to alleviate overcrowding among Hispanic households.

## Affordable Housing

The following projects provided affordable housing during the program year:

### *Homebuyers*

Homebuyers have moved from a rental property to a new or renovated home with an affordable mortgage.

CAP Homeownership (2013)  
Longview – 4570 Windemere St.  
1 family at or below 80% median income

Habitat for Humanity (2010)  
Longview - 311 25<sup>th</sup> Ave.  
1 family at or below 50% median income

Highlands Homeownership Promotion (2012)  
Longview – 143 17<sup>th</sup> Ave  
1 family at or below 80% median income

### *Rental*

Supportive Group Home  
Longview - 965 33<sup>rd</sup> Ave  
Six (6) individuals housed

### *Tenant Based Rental Assistance*

Domestic Violence TBRA (2013)  
9 individuals/families at 0-30%

These activities meet Section 215 income requirements and provide relief for worst-case housing situations (low-income renters with severe cost burdens or in substandard housing.) The TBRA program provides transitional housing to homeless households.

## Continuum of Care

The Cowlitz Housing First! Coalition is a consortium of 28 area agencies and community members working to reduce and end homelessness through collaboration and system improvements. A homeless person is defined as:

- ✓ People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or are exiting an institution where they temporarily resided for up to 90 days and were homeless immediately prior to entering that institution.
- ✓ People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled up situation, in 14 days and lack resources or support networks to remain in housing.
- ✓ Families with children or unaccompanied youth who are unstably housed and likely to continue in that state; families with children and unaccompanied youth who have not had a lease or ownership interest in a housing unit in the last 91 or more days, have had three or more moves in the last 90 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment.
- ✓ People who are fleeing or attempting to flee domestic violence, have no other residence, and lack the resources or support networks to obtain other permanent housing; this category is similar to the current practice regarding people who are fleeing domestic violence.

## Prevention Activities

One measure of need for those at-risk of becoming homeless is the services provided to prevent homelessness from occurring. Prevention is a key component of the continuum of housing. The majority of persons seeking homeless prevention assistance need funds to avoid eviction from their homes. Rapid Rehousing includes help to secure housing, either through first and last month's rent, or a security deposit. The One-Stop Assistance Center located at Lower Columbia Community Action in Longview expended \$274,164 in Homeless Prevention and Rapid Rehousing (HPRR) Program funding from local and state dollars, approximately \$72,267 in Emergency Solutions Grant (ESG) for prevention and rapid rehousing, and approximately \$804,313 for housing assistance to single adults in the Housing and Essential Needs (HEN) program. Accomplishments for HPRR, ESG and reflect a full twelve months.

Program	Total Households Served	Single Adults	People in Families	Rapid Rehousing Households	Prevention Assistance Households
<b>HPRR</b>	439	47	393	205	234
<b>HEN</b>	223	411	35	118	105
<b>ESG</b>	112	21	91	85	27
<b>Total</b>	774	479	519	408	366

The Salvation Army also assists approximately 100 households per year with limited financial assistance to prevent eviction. Combined, these programs provided Prevention Assistance and Rapid Rehousing for 874 households at a total cost of \$1,180,744, including administration of the programs at an average cost of \$1,350 per household.

### **Emergency Shelter**

Emergency shelter is provided in Cowlitz County and within the Longview-Kelso urban area through Community House on Broadway and Emergency Support Shelter. Over the course of calendar year 2013, the Community House on Broadway (homeless shelter) served 422 unaccompanied adults with no children. They also served 87 single and two parent households with 272 persons. Emergency Support Shelter (domestic violence shelter) sheltered 301 individuals in 2013, providing a total of 7,556 bednights. ESS also served 722 victims of domestic violence outside of the shelter in 2013.

### **Transitional Housing**

The Community House program served 96 persons in 34 households at Country Run during 2013. Country Run Apartments is a homeless recovery program that operates 20 transitional housing units located within the complex.

Longview Housing Authority operates 2 transitional (interim housing) houses for veterans awaiting either a permanent VASH voucher (there are 30 within a four-county area) or a two-year WA HOME TBRA voucher (20 vouchers for veterans) and are provided case management through an annual Grant Per Diem contract or direct VA case management. One home is beginning to focus on serving senior homeless veterans for upwards of 2 years. It offers hands on services and more specialized case management. The other home is split between emergency housing (up to 90 days) and transitional housing (up to 2 years).

The Salvation Army offers 8 units of housing for chronically homeless persons at "4 the Long View" under a transitional housing model.

### **Permanent Supportive Housing**

The Phoenix House is owned and operated by Longview Housing Authority and offers 20 family units housing up to 40 persons for parents involved with the justice system or CPS who have been homeless and completed drug treatment through DAPC.

The Chinook Hotel, operated by Kelso Housing Authority, provides 21 units of single-room occupancy (SRO) housing with shared kitchen/bath facilities to persons receiving mental health services.

In September of 2013 Lower Columbia CAP opened a permanent supportive housing house. Lower Columbia CAP received federal McKinney-Vento funding, local HOME funds, as well as HOME and local homeless dollars to operate a home for up to six (6) high-need, chronically homeless individuals. The project has served 10 people as of September 2014 and currently is serving 6 adult males.

## **Permanent Housing**

Longview Housing Authority has completed the construction and has opened Lilac Place as of July 1, 2014. Lilac place consists of 38 units of affordable housing in Woodland, WA. It was funded through a combination of tax credits, Clark County HOME dollars, and other funds. Referrals from the Vancouver and Kelso domestic violence shelters will provide candidates for this permanent housing development. ESS will be providing on-site services to the residents of Lilac Place

LHA has also been working to complete the rehabilitation of 20 units at the Stratford Arms Apartments (Comrade Quarters). These affordable permanent units have been made available exclusively to veterans.

## **Progress in Reducing Homelessness**

Cowlitz Continuum of Care (CoC) has reduced homelessness by 48.5% since 2006, which is the baseline year used by the State of Washington to measure progress in reducing homelessness. The count in 2006 was 458 persons; in 2012 it was 264 and in 2013 it was 315. The count for the most recent count in 2014 was 222. It is typical for homeless numbers to spike up and down from one year to another, but overall, the numbers have been declining. Significant progress has been made and additional program emphasis will be made to shorten the length of time people spend homeless, and to reduce the absolute number of homeless persons in our community. The biggest gap at present is for chronically homeless persons and others who are literally living on the streets. The Low Barrier Housing project was the first local project aimed at reducing street homelessness through a "housing first" model. Additionally two Housing Retention teams, the Urban Rest Stop and the Low Barrier Shelter started operations in 2013 as new projects.

The State of Washington HMIS system is instituted as required and is currently in use by all homeless housing providers within the local CoC, including shelters, transitional housing, rapid rehousing and permanent supportive housing providers.

## **Cowlitz Ten Year Plan to End Homelessness**

The Housing First! Coalition updated their Ten Year Plan to End Homelessness, which was adopted in April of 2011 by the Cowlitz County Board of Commissioners. New projects have been funded to implement the plan and to address the priorities and gaps identified in the plan update.

Projects currently funded with state Consolidated Homeless Grant, local Document Recording Fees, and federal Emergency Solutions Grant include:

- Emergency Support Shelter - Operating support for the domestic violence shelter
- Community House on Broadway – Operating support for the general shelter
- Homeless Prevention & Rapid Rehousing Rental Assistance (HPRR) – Operated by Lower Columbia CAP as a "one-stop" for emergency housing assistance. CAP also operates the Emergency Solutions Grant (ESG), a federal program emphasizing rapid rehousing for people living on the street, in emergency shelter, or in transitional housing. Housing and Essential Needs (HEN) is a state-funded program for high risk/homeless persons with temporary medical needs.
- Low Barrier Housing – CAP opened a group home offering supportive services for chronically homeless persons in September 2013. These persons are identified as

incurring high public costs related to their homelessness. It is operated under a “housing first” model.

- Landlord Incentive Program – The Longview Housing Authority has been recruiting landlords who are willing to house people with high housing barriers (eviction, poor credit, etc.) and coordinating with CAP and other homeless programs that place people in permanent housing. The program has a Damage Deposit Fund and will offer landlords free listings on an online Housing Locator service that prospective tenants can use to find housing. The fourth component includes a Certified Renter program.
- Urban Rest Stop/Drop In Center – Providing a place to shower, clean laundry, check voice mail and get connected to services.
- Housing Retention Team – Case management for high-need households to assist them in remaining housed. Community House on Broadway and CAP have each received funding for HRT.
- Life Skills Training – Delivers training to individuals in homeless provider settings for a variety of skills essential to daily living through a collaboration of local service providers.
- Coordinated Entry and Assessment- Provides a single intake facility for homeless and persons or families at risk of homelessness.
- Housing Retention Team- These teams provide services that encompass case management and coaching to assist “high-needs” clients with achieving and maintaining housing stability.
- Low Barrier Shelter- This program provides overnight shelter to adults without imposing eligibility criteria. It serves as an outreach to high needs and chronically homeless persons.

## Other Actions

### Public Housing

KELSO PUBLIC HOUSING PROPERTY IMPROVEMENTS AS OF AUGUST OF 2014  
Kelso Housing Authority (KHA)

The Cowlitz Villa is a Public Housing property comprised of 50 senior units. These units are located in the 900 block of Grade Street in Kelso, Washington and consist of 8 – Studio units, 30 – 1 bedroom units and 12 – 2 bedroom units. These units house seniors 62 years of age and older.

The Cowlitz Villa property has built individual gardening sheds for each tenant. Shrubbery and trees continue to be trimmed or removed for the purposes of visual appeal and in some cases safety. Columbia Security has been hired to walk the property for the safety of our tenants. Landscaping company has been hired to maintain the lawns on our property. The property has two (2) accessible units that have installed roll in showers.

The Kelso Homes is a Public Housing property comprised of 50 family units. The units are located in the 1400 block of South Kelso consisting of 6 – 1 bedroom units, two of which are accessible units, 22 – 2 bedroom units, 20 – 3 bedroom units and 2 – 4 bedroom units. These units house families and their children.

The Kelso Homes property is currently in the process of receiving new wall heaters and bathroom humidity fans. Kelso Homes has also updated the roof flashings on each unit as well as reroofing the office. KHA have also trimmed tree branches and removed old trees from property. They also have installed liners for their sewers.

Housing Choice Vouchers (HCV) Section 8 program, 278 vouchers, distributed to qualifying clients. This provides participants to use their Section 8 vouchers from local landlords.

### Eliminate Barriers to Affordable Housing

#### ***Local barriers include:***

- Inadequate financial resources to address all affordable housing needs in older neighborhoods
- Increasing requirements and costs of infrastructure
- Rising land costs
- Zoning and building codes can discourage new construction techniques
- The need for code enforcement to balance safety with the cost of rehabilitation
- Rising utility costs

#### ***Strategies***

- Develop a preference or policy for leveraging project dollars against other sources
- Fund infrastructure and/or land acquisition with local entitlement dollars in order to reduce the cost of housing
- Review city code updates for barriers to affordability as part of the review/adoption process

- Use code enforcement activities to ensure timely and efficient compliance while limiting displacement
- Construct energy-star housing or rehab with energy efficiency considerations

The Consortium addresses the barrier of “*rising land costs*” through HOME funding of land acquisition for Home Buyer construction projects. As land has increased in price agencies have requested more HOME funding to designate to projects for this purpose. Habitat for Humanity has increased their reimbursement requests for acquisition costs to keep homes affordable. However, Habitat may have to buy its own land due to homeownership rules regarding HOME. Housing and land acquisition is most often purchased in lower income neighborhoods like the Highlands. However, this effect revitalizes the neighborhood through home ownership and new housing stock. This addresses the barrier of “*Inadequate financial resources to address all affordable housing needs in older neighborhoods.*” Habitat continues to make homes energy efficient through their ductless heating system to address the barrier or “*rising utility costs.*” This is evident in their projects at 311 25<sup>th</sup> and 262 17<sup>th</sup> Ave.

HOME also addresses the barrier of “*increasing requirements and costs of infrastructure*” by paying for site improvements and related infrastructure when new projects are proposed. For example, Habitat for Humanity requests HOME activities which include infrastructure and building permits. Affordability is also provided through a 0% interest first mortgage most often splitting the construction cost with a silent second mortgage during the mortgage period. The second mortgage is only payable by the owner should they sell the home.

In 2009 PY Lower Columbia Community Action Program officially stopped plans for their 8-lot Self-Help Subdivision on 975 33<sup>rd</sup> Ave & 965 33<sup>rd</sup> Ave. due to “increasing requirements” of State and local storm water rules. CAP stated that the cost of each subdivision lot to \$100,000 to develop and would not be affordable to the homebuyer. In response the project was changed to two (2) units of housing directly facing 33<sup>rd</sup> Avenue. 975 33<sup>rd</sup> was completed as a single-family rental in PY 2011. In 2011 PY CAP was funded for 965 33<sup>rd</sup> Ave for, a 6-bedroom supportive housing group home for homeless singles or couples. The construction cost was funded through a variety of HOME sources, and the HUD Supportive Housing Program. Storm water mitigation for the new group home was required in the rear yard as well as correction of the negative elevation level for the 33<sup>rd</sup> Avenue storm drain which addressed the barrier of “*increasing the requirements and cost of infrastructure.*”

The City of Longview and Kelso continue to use code enforcement to make neighborhoods and housing safe. The City works with the owners to have dilapidated units demolished. This provides the opportunity to for an agency, investor, or homeowner to purchase the property and construct new housing. Often, agencies partnering with the HOME program especially Habitat for Humanity, are eager to purchase these properties and construct new affordable housing.

In 2012 LHA secured HOME money for demolishing a blighted home in the *Highlands Homeownership Promotion* project and constructed a single-family home on the property for one new homeowner. All strategies were addressed in this project. The dilapidated and boarded-up house at 143 17<sup>th</sup> Avenue was the worse house on the block. This project is meeting the barrier of “*Inadequate financial resources to address all affordable housing needs in older neighborhoods.*”

The Cowlitz PUD electricity utility provider and the City of Longview Water and Sewer utility provide a discounted rate for low-income elderly and disabled owners and renters who live in individually metered homes or mobile homes. This addresses “rising utility costs.”

Additionally the Lower Columbia Community Action Program has a long standing weatherization program for low-income residents which addresses the barrier of “*rising utility costs*” through the strategy of “*construct energy-star housing or rehab with energy efficiency considerations.*”

### **Foster and Maintain Affordable Housing**

Each year a Request for Proposals is published in the local newspaper in December and disseminated to housing and social service agencies, and interested community members. This open process, at the same time each year, enables the community agencies and members to search and submit project designs which provide the opportunity to “foster” affordable housing.

“Maintaining” affordable housing is accomplished through HOME’s *Period of Affordability*. During Program Year 2012 several HOME funded rental properties were within their Period of Affordability including:

#### Longview Housing Authority

Phoenix House, 700 Clark St. Kelso - 20 units  
Comrade Quarters, 1312 Hemlock St. 20 units

#### Lower Columbia Community Action:

Transitional Mary Barta House, 235 Carolina St., Longview – 1 unit  
Transitional Phase 1, 91 ABC Home Court and 99 Home Ct., Kelso - 4 units  
Transitional Phase 3, 1301 Sunrise St., Kelso - 1 unit  
Soundview Apts, 1920, 1924, 1930, 1934 33<sup>rd</sup> St., Longview - 21 units  
975 33<sup>rd</sup> Ave., Longview - 1 unit  
965 33<sup>rd</sup> Ave., Longview – Group Home

#### Campus Towers Senior Housing

1767 20<sup>th</sup> Ave., Longview – 74 units

Kelso Housing Authority has two properties that continue to provide affordable housing for the community:

- The Chinook (212 N Pacific, Kelso, WA) has 21 units and is a Shelter + Care facility for the chronically mentally ill population. There are 3 floors with 7 units (all single room occupancy) on each floor, a laundry facility on each floor and a community room and kitchen on each floor. Criteria for this apartment building is that client is homeless and using mental health services.
- Columbia Apartments (202 N Pacific, Kelso, WA) has 29 units. It is a designated mentally ill building. Criteria for this apartment building is they have a mental health provider and are currently in service. The Kelso Housing Authority recently received a WA State CDBG grant to reroof the building. The roofing was completed and additional improvements are being planned.

Additionally the Kelso Housing Authority has 278 Housing Choice Vouchers (HCV) Section 8 distributed to qualifying clients.

The Longview Housing Authority provides rental assistance to 845 Longview residents (some reside in the County.) Assistance consists of Housing Choice Vouchers (HVC), Project Based Vouchers, and HOME City and County Tenant Based Rental Assistance (TBRA).

Lower Columbia Mental Health is the supportive service provider for the Columbia Apartment building occupants. Their office is in the Columbia Apartment building. The staff at this office includes a nurse, offering medication management, crisis, and a residential housing coordinator.

The Cowlitz County Guidance Association d.b.a. Lower Columbia Mental Health Center has two (2) group homes (3 persons per home) for homeless persons who have mental health needs.

The City of Longview Code Compliance section provides a means for tenants who have requested code a rental repair which is not being performed by the landlord (as required by State Law) to intervene on their behalf. Staff will contact the landlord or property manager asking them to make repairs on behalf of the tenant, or be subject to possible relocation costs for the tenant. This assures that rental property is being maintained.

Additionally, the Cowlitz-Wahkiakum Housing Advisory Council and the Housing First! Coalition provides a sounding board for County and local area housing providers to share information, participate in problem solving discussions, coordinate resources, and partner or collaborate on housing projects and/or issues.

### **Lead Based Paint Hazard Reduction**

All rehabilitated homes under the HOME program and CDBG program must provide lead based paint inspection and stabilization and/or abatement. Notices are provided to the homeowners and TBRA renters as well. All other homes were newly constructed.

### **Overcome Gaps in Institutional Structure**

None were made this program year

### **Reduce Families Below the Poverty Level**

Section 8 and public housing assistance is targeted at those with the greatest cost burdens, thus freeing up dollars to meet other household needs that can help to reduce poverty, over the long term. Asset development programs include Family Self-Sufficiency, Individual Development Accounts, and Section 8 Homeownership Assistance to assist families with budgets, goal setting, savings, and homeownership, education, or work goals. Agency coordination and referrals make it possible to assist families and individuals with financial counseling, job placement and training, and family/individual services which have remained a priority.

Other Community Partners are continuing to assist families to reduce poverty as described below.

- Lower Columbia Community Action Programs (CAP) provides low-income services such as Community Services (HELP Warehouse, Community Voice Mail, In-home Care) for food and commodities, Energy & Housing (for self-help housing, residential Weatherization and payment of electrical bills), and Career and Family Development (for job training, resume's and job placement), Financial Independence Center (Bank on Cowlitz County, and Money Smart Financial

Education, and Business Builder Classes), Senior Services (frozen and home-bound meals), and their new social enterprise "Grounds for Opportunity" based in downtown Kelso which serves lunch to the public in a café setting. "Grounds for Opportunity" has a commercial kitchen which provides meals for their senior services division and a training opportunity for persons who want to enter the restaurant industry. The agency partners with the Cities of Longview and Kelso, Lower Columbia College, the Washington State Employment Security Dept., and other agencies to alleviate poverty. CAP accesses a variety of grants and loans for housing projects funded through HOME, CDBG, and Rural Development, and as well as State & Federal grants. The agency is also classified as the Longview-Kelso Consortium's Community Housing Development Organization (CHDO).

- Goodwill provides rehabilitation services for disabled and disadvantaged adults. They offer job placement services, supported employment using a "job coach", and community based assessments to match the employee with a job matching their skills and abilities. Several programs for individualized job training include retail sales, office essentials, custodial skills, basic computer classes, and a warehouse, transportation & logistics career program. Specialized employment programs are offered for offender re-entry, seniors and youth. Disabled adults are served through skills training, accommodation and advocacy, job search, and placement services.
- Life Works (formally ADC Pathways to Employment) promotes employment opportunities for people with disabilities. Many of their clients are developmentally disabled or have had vocational injuries. They offer skill training, job search classes, job placement, on-the-job support, assessment, positive behavior support, and social skills training. Their businesses are "Linen Works" providing table linens for large and small events, "Farm Dog Bakery" where high school students make a variety of dog treats for public sale, and janitorial services contracted to area businesses. A 2011 CDBG City of Longview Planning grant set the framework to grow the vocational services division to employ disabled and non disabled low-income residents for the coming years.
- Cowlitz County Habitat for Humanity assists low-income families and individuals in achieving affordable homeownership by holding a zero interest mortgage. Participants assist in the construction of their own homes.
- Community House provides a homeless shelter for families and individuals. It strives to assist those who need help and choose to progress toward stable housing and self-sufficient living. It has a transitional housing program at County Run Apartments in Lexington, just north of Longview.
- The Salvation Army provides hot meals Monday-Friday at their Longview/Kelso Temple, clothing and personal care items, food boxes, shower vouchers, and emergency housing assistance. The Temple also provides homeless transitional housing at their 4 Long-View project (a former motel), with a focus on persons who want to work, be retrained and to be self-sufficient. A case-manager works with residents to bring structure into their lives and directed to off-site services such as Alcoholics Anonymous and Narcotics Anonymous meetings, GED programs and other vocational programs. Focused populations are single and married couples without children.
- Lower Columbia Mental Health counsels people to overcome issues affecting their mental health related to substance abuse, family, and employment issues. It provides support services to persons within their developing continuum of housing programs by providing "instrumental activities to daily living" to assist them improve their lives through physical and emotional well being. The agency owns two homes for persons with mental illness purchased with CDBG funding.
- The Emergency Support Shelter assists domestic violence victims and works with them to achieve their personal goals and self-sufficiency. It also provides crime advocacy services to the public.
- Lower Columbia College in Longview provides remedial education, GED's, educational counseling for low-income students, a range of Certificate programs, 2-year Associate Degree programs, and transfer assistance to 4-year colleges. A four-year college programs are available through partnership with several universities and through on-line degree programs.
- The City actively pursues economic development within the Mint Farm Industrial Park as well as

manufacturing related businesses through their partnership with the Cowlitz Economic Development Council. The City continues to support the development of new businesses on under-developed and vacant parcels of commercial and industrial property. This provides jobs for the public.

## Leveraging Resources

### Other Funding

Other funding for completed projects totaled \$303,635:

- Habitat for Humanity (311 25<sup>th</sup> Ave., Longview) \$59,416 Total: \$32,000 Cash donated; \$650 Forgone Fees; \$5,146 Donated Construction Materials and Labor; and Sweat Equity \$21,620.
- 2013 Help Warehouse \$174,000 Total: \$30,000 Private Cash; \$26,000 State-The Emergency Food Assistance Program; \$118,830 Federal-Emergency Food Assistance Program.
- Rehabilitation of 1433 Commerce (Stageworks Northwest) \$40,000 Total: \$30,000 Private cash; \$10,000 City.
- Supportive Housing at 965 33<sup>rd</sup> Ave. \$30,219 Total: \$30,219 McKinney-Vento Grant.

### HOME Match

A total match of **\$59,416** was received from 1 Habitat for Humanity home. Match contribution breakout is listed above and on the Match Log.

### Citizen Comments

Citizen comments are collected primarily at the Public Hearings held each year for the CAPER in October, and CDBG and HOME Project Allocations in March and April, respectively. These can be found at the behind the Agency Reports within Section 4. Additional comments may be collected at City Council presentations of completed Planning projects funded by CDBG.

The next Public Hearing will be held on October 23, 2014 at 7 PM, Longview City Hall to collect comments on the 2013 CAPER (this document.) The comment period is October 14 through October 28, 2014. Public comments will be inserted into this section.

## Self Evaluation

One full-time staff person and part-time accountant provide administration of the both the CDBG and HOME entitlement programs. Staff continues to prepare NEPA Environmental Reviews which could be prepared by the Community Development Planning staff to save HOME and CDBG staff time. Subrecipients need considerable assistance in carrying out Davis-Bacon wage requirements. This compounds staff monitoring of projects.

## Monitoring

The following projects were monitored in the Program Year with agency documentation or site visits:

*Community House on Broadway*  
Renovating Community House

*Cowlitz County Habitat for Humanity*  
262 17<sup>th</sup> Ave., Longview

*Longview Housing Authority*  
Elderly Aging In Place  
Homeowner Promotion – 143 17<sup>th</sup> Ave.  
TBRA for Domestic Violence Victims  
CAP Homeownership -4570 Windemere St.  
Supportive Housing – 965 33<sup>rd</sup> Ave.

*Lower Columbia Community Action Council*  
965 33<sup>rd</sup> Ave., Longview  
Micro Business Development & Support

*Highland Neighborhood Association*  
Highlands Community Center Project Phase 1

*Stageworks Northwest*  
1433 Rehabilitation of the Longview Theater

City of Longview  
2014-2018 Consolidated Plan  
Archie Anderson Park Basketball Lighting Project

## Program Narratives

### CDBG

#### Longview Allocations & Goals/Objectives

The 2013 program year goals were set in the 2009-2013 Consolidated Plan. In the 2013 Program year all funding was committed to the following program goals/objectives as referenced in Transition Table 2C following this narrative:

*Main Entitlement*

Archie Anderson Park Basketball Court Lighting \$91,589.81 (Objective SL-1.5)

Replace two wooden light poles with four steel light poles and two energy-efficient lights on each pole. \$91,589.81 \$0 spent in 2013.

***Engineering was done and the project was bid in August 2014.***

Highlands Community Center Project Phase 1 \$98,948.99 (Objective SL-1.4)

Rehabilitate a single-family home into a community center for the Highlands neighborhood located at 292 21<sup>st</sup> Ave. (corner of Alabama St.)

\$98,948.99 \$8,062 was spent in 2013.

***Architectural plans were done by Brittell Architecture. This project is underway with NewRock Homes being the prime contractor. It is expect to be done by the end of September 2014.***

Renovating Community House \$16,000 (Objective DH-1.6)

Replace 37 windows at the Community House on Broadway homeless shelter and convert space on the first floor for handicapped residents. Additional funding will complete the project replacing 30 windows for a total of 67 windows.

\$16,000 \$10,900 was spent in 2013 PY.

***New windows were put in the facility and the ADA room in under bid.***

*Public Services*

HELP Warehouse Food Bank \$41,548.80 (Objective SL-1.23)

Collect and distribute food to eight area food banks and provide emergency food boxes and home delivery to low-income City of Longview residents.

Revised to \$41,458.80 by the City Council

***The Help Warehouse provided commodities to 1,571 households and 2,910 individuals during August 2013 and July 2014. Project Completed.***

Tenant Based Rental Assistance Services & Management \$6,204 (Objective DH-2.3)

Provide housing services and management for victims of domestic violence for tenant based rental assistance funded under the HOME program. 10 families are planned to be served through the HOME allocation. **\$6,204**

***The Longview Housing Authority has been drawing their funds down at \$517 per month during 2013 PY with October 2012 through June 2013 total of \$5,170.***

*Planning*

2014-2018 Consolidated Plan \$25,000 (Objective DH-1.9)

This 5-year community-based plan will provide an update of U.S. Census data, identify neighborhood needs and strategies to serve low/moderate income persons, and list program priorities for the HOME Program and Community Development Block Grant Program. A consultant will be hired to prepare the plan using HUD's new electronic submission requirement. The plan is required by the Department of Housing and Urban Development for continued City of Longview HOME and CDBG Entitlement funding.

\$15,887.60 with additional CDBG Admin for a total project cost of \$25,000. To date \$18,750 had been spent in PY 2013

***The 2014-2018 Consolidated Plan was completed and submitted to HUD and approved.***

## Previous years program accomplishments completed in PY 2013

### *Main Entitlement*

#### Rehabilitation of 1433 Commerce Avenue (Stageworks Northwest) (2012)

Provide exterior building rehabilitation to the former Longview Theater to remove downtown blight and install a new HVAC system to make building useable for live theater productions. Building code compliance issues are also addressed. \$157,838 Fully Funded. \$134,844.64 was drawn in the 2012 Program Year and \$22,993.36 has been spent in 2013 PY.

***Exterior painting of the upper front exterior and rear of building was accomplished through this downtown rehabilitation. HVAC was installed with associated electrical work and programmed controls. The marquee was replicated and installed.***

### **Micro-Business Development and Support (2010)**

Provide education, training, coaching and micro-loan opportunities (through other funding) to Longview residents who are considering starting or who have started a micro-enterprise. Lower Columbia Community Action Program requested \$74,240 and was funded at \$73,141. \$39,904.79 was drawn through the Program Year 2011 with \$9,522.10 drawn in PY 2012. \$866.18 was spent in 2013 PY according to the vouchers completed.

***Seven sets of "Business Start-up 101" classes were held in PY 2012. Each set is 8-weeks long covering a wide range of business steps in a core curriculum. Seventeen (17) Longview residents were enrolled during PY 2012.***

Additional resources are secured by the agency submitting projects and are noted under the Leveraging Resources section above for completed projects during the program year. Leveraged amount for completed projects in 2013 PY was \$303,635 (CDBG & HOME).

2009-2013 Consortium goals and accomplishments to date can be found in Transition Table 2C at the end of this section.

Certification of Consistency for projects are issued based upon a staff review of the Goals and Objectives within the Consolidated Plan and signed by the City Manager. This year the Longview Housing Authority requested a Certificate of Consistency for their agency's Five Year Plan.

Consolidated Planning and Annual Planning implementation is done through an open and public process. All projects designs submitted are forwarded to the City Council for review if eligible. Eligibility questions are forwarded to the Seattle HUD office prior to Council selection.

All funding was used to meet the *Low-Moderate Income* National Objective. As a rule 5% of CDBG Administration is used for planning set-asides. This year one Planning project was funded: the 2014-2018 Consolidated Plan.

The City works with agencies early in the process to avoid displacement. As a rule only previously vacant rental properties are considered for projects. Owner-occupied properties are only considered if they are currently for sale.

The City had funded a Micro-Business Development and Support (economic development) project under CDBG during 2010 which is continuing due to the funding not being spent as quickly as first planned. The project is now planned to close in December 2014.

CDBG Program income received was \$22.90.

The source was:

- Program Income Interest \$22.90

Program income is held until the end of each Program Year to determine if the amount is less than \$25,000 and therefore not considered as Program Income. Program Income exceeded \$25,000 of the Entitlement amount this Program Year and is being drawn down as required.

There were no prior period adjustments, float-funded activities or lump sum agreements.

Deferred outstanding loans include those projects which the Council has requested payment should the property be sold, or changes its purpose from the original project for which it was funded.

- \$240,000 Supportive Housing for Homeless Individuals with Substance Abuse Difficulties Cowlitz County Guidance Association
- \$100,920 CDBG Rehabilitation

## Program Narratives

### HOME

#### Consortium Allocations & Goals/Objectives

The 2013 program year goals were set in the 2009-2013 Consolidated Plan. In the 2013 Program year all funding was committed to the following program goals/objectives as referenced in Transition Table 2C following this narrative:

#### Longview

CAP Homeownership – 4570 Windemere St. \$144,000 (Objective DH-1.5)

Construct one new single-family home with 3-bedrooms, 1-1/2 baths with garage on an existing vacant lot for affordable home ownership. The family must be below 80% median income for Cowlitz County, meet credit requirements, and be able to obtain a bank mortgage.

Lower Columbia Community Action Program. Spent in 2013 PY was \$76,686.50. \$67,313.42 spent in early 2014 PY.

***The single-family house was constructed and a family was found for the home which moved in on August 1, 2014.***

Foundation for the Challenged Home \$45,000 (Objective DH-2.2)

Purchase a residential property for rental occupancy for persons with disabilities. The property will contain 4-bedrooms in a single-family home on Windemere St. \$0 money spent in 2013 PY. Case management is provided by Life Works funded by WA Division of Developmental Disabilities.

Life Works sponsored through Foundation for the Challenged

***Lower Columbia Community Action will act as the general contractor and begin construction in 2014 PY in the Windemere Subdivision.***

Tenant Based Rental Assistance for Survivors of Domestic Violence \$62,040 (Objective DH-2.3)  
Provide transitional housing rental assistance for 10 participants for 12 months who are referred from the Emergency Support Shelter and receiving supportive services. \$62,040  
\$34,169 was spent in 2013 PY.

***This project had 9 participants but 4 were terminated. More participants can be housed through the remaining funding.***

### **Kelso**

Cowlitz Cottages \$48,473 – This project has been **Terminated**  
Construct 8 cottages for self-help homeownership (900-1200 sq. ft.) with parking located at 1124 N. Pacific Avenue, Kelso, formally the Terry Salvage Yard.  
Lower Columbia Community Action Program

Foundation for the Challenged Home \$45,000 (Objective DH-2.2)  
Purchase and rehabilitate a residential property for rental occupancy for persons with disabilities. The property will contain 4-bedrooms in either a single-family home or duplex. Case management is provided by Life Works funded by WA Division of Developmental Disabilities. \$0 spent on 2013.

Life Works sponsored through Foundation for the Challenged  
***Lower Columbia Community Action will act as the general contract and begin construction in 2014 PY at 1124 N. Pacific Ave.***

### **Consortium Unit Goals & Accomplishments**

Over the 2013 period designated for the 2009-2013 Consolidated Plan, Consortium projects have produced the following goals:

#### *Homebuyers*

##### Habitat for Humanity (2010)

Longview completed 1 unit of homeownership (311 25th Ave)

##### Highlands Homeownership Promotion (2012)

One single-family home with a homeowner family

#### *Rental*

##### Supportive Group Home at 965 33<sup>rd</sup> Ave. (2011)

Six (6) homeless individuals were housed.

2009-2013 Consortium goals and accomplishments to date can be found in Transition Table 2C at the end of this section.

## **Match Report**

A Match matrix is included following this HOME narrative. The total match for HOME in 2013 PY was **\$53,416** from 1 self-help home. The Consortium is required to match 12.5% (a 50% reduction due poverty within the Consortium) of all HOME expenditures except Administration.

The current match credit ending in 2013 PY is \$2,487,626.

## **Rental Inspections**

One project inspection was made in PY 2013 under the Period of Affordability:

- Campus Towers, 1767 20<sup>th</sup> Ave., Longview

## **Affirmative Marketing**

Each agency receives an affirmative marketing list as part of their HOME contract. This list was updated in May 2012 and follows the narrative. Agencies are asked to maintain the following information: Date, Type of Marketing effort (brochure, flier, mailing) Project, Topic, Place, Person, and Organization of each Outreach effort (real estate, banks, new homebuyer presentations) with the materials they provided.

## **Outreach to Minority and Women-Owner Business**

Each contract lists the website for the Washington State Office [www.omwbe.wa.gov](http://www.omwbe.wa.gov) and subrecipients must post their project bid on the site or search and contact qualified contractors to notify them of the advertisement of bid. No minority or women-owned business were hired this program year.

**Transition Table 2C**  
**Summary of Specific Housing/Community Development Objectives**  
**(Multi-Year)**  
**(Table 2A/2B Continuation Sheet)**

Objective #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective*
	<b>Rental Housing</b>					
DH-1.1	Assist chronically homeless persons with special needs to secure stable housing with supportive services. <b>2011 965 33<sup>rd</sup> 6 beds – Group Home</b>	HOME; Doc Fees; HGAP; HTF; McKinney-Vento	# PSH beds created	15	6	DH-1
DH-1.2	Assist homeless persons with special needs to secure stable interim housing with supportive services.	HPRP; Doc Fees; CDBG; ESG; ESAP; HGAP	# Persons placed in interim housing	35		DH-1
DH-1.3	Assist homeless persons or those at risk of homelessness in retaining stable housing or rapid re-housing placement in affordable housing with transitional services. <b>2010 Comrade Quarters – 20 units</b> <b>2010 975 33<sup>rd</sup> – 1 unit</b>	HPRP; Doc Fees; CDBG; ESG; ESAP; HGAP, HOME	# Households rapidly re-housed	80	20 1	DH-1
DH-1.4	Assist persons with severe mental illness to secure stable housing with supportive services.	HOME; Doc Fees; HTF; RSN; CDBG; FHLB-AHP		15		DH-1
DH-2.1	Assist frail elderly with extreme cost burden.	HOME & CDBG	#Units of TBRA	19		DH-2
DH-2.2	Assist physically handicapped with extreme cost burden. <b>2013 Foundation for the Challenged Home Longview and Kelso</b>	HOME & CDBG	#Units of TBRA	19	8	DH-2
DH-2.3	Assist domestic violence survivors and persons in recovery with a cost burden. <b>2009-2010-2011 TBRA families/units</b> <b>2013 TBRA for Domestic Violence</b>	HOME & CDBG	# Units of TBRA	35	21 10	DH-2
DH-3.1 & 3.2	Provide home modification and weatherization assistance to disabled and elderly low income renters <b>2009 Campus Towers Bathtub Step-in &amp; ADA Toilets</b>	HOME & CDBG & Weatherization	# Units modified; # weatherized	10	74	DH-3
DH-3.3	Preserve and improve the condition of the existing affordable housing stock through acquisition and/or rehabilitation.	HOME & CDBG	# Units rehabilitated	14	1	DH-3
DH-3.4	Prevent the loss of existing subsidized housing and affordable private multi-family housing for low income and special needs populations.	Doc Fees HOME CDBG	#Units Acquired	13		DH-3
	<b>Owner Housing</b>					
DH-1.5	Expand homeownership for low/mod households & promote neighborhood stability. <b>2009 Habitat for Humanity:</b> <b>107 18 Ave., LV completed</b> <b>354 16 Ave., LV completed</b> <b>1204 N 3<sup>rd</sup> Ave, KL completed;</b> <b>2010 Habitat for Humanity</b> <b>311 25<sup>th</sup> LV completed</b> <b>262 17<sup>th</sup> LV under construction</b>	HOME & CDBG	#New homeowners	12	10	DH-1

**Transition Table 2C**

**Summary of Specific Housing/Community Development Objectives  
(Multi-Year)  
(Table 2A/2B Continuation Sheet)**

	1504 N 2 <sup>nd</sup> KL completed 2011 Habitat for Humanity 231 Carolina St., LV purchased 289 29 <sup>th</sup> Ave. purchased 1426 Ross St., Kelso purchased 2011 CAP: 235 Douglas LV completed 2011 Longview Housing Authority 207-211 20 <sup>th</sup> Ave completed 2 units 2012 Longview Housing Authority 143 17 Ave., LV completed 2013 CAP – 4570 Windemere St. completed					
DH-3.1 & 3.2	Provide home modification and weatherization assistance to disabled and elderly low income homeowners 2012 Longview Housing Authority Elderly Aging-in Place 6-8 2 completed 2 underway	HOME & CDBG ; Weatherization	# Units modified; # weatherized	25	2	DH-3
DH-3.3	Preserve and improve the condition of the existing affordable housing stock through rehabilitation.	HOME & CDBG	# Units rehabilitated	20		DH-3

**Transition Table 2C**

**Summary of Specific Housing/Community Development Objectives  
(Multi-Year)  
(Table 2A/2B Continuation Sheet)**

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number	Outcome/Objective*
	<b>Community Development</b>					
SL-1.1	Highlands Neighborhood Trail Phases 1, 2 & 3 2009 Trail Segment 1, Phase 1 & 2 2010/11 Phase 3 Portion of Segment 2	CDBG; WA Trail Funds; private  WA Transportation Enhancement City LV Capital Fund	Phases completed; Segments completed	3 Phases 2 Segments	Segment 1 & Part 2 Oregon Way to Douglas  Phases 1,2, 3 completed	SL-1
SL-1.2	Highlands - Resurface basketball courts at Archie Anderson Park 2009 Completed with City Funds	CDBG City of Longview	4 courts resurfaced	1	4	SL-1
SL-1.3	Highlands - Develop master plan for Archie Anderson Park 2009 Master Plan Adopted.	CDBG; private	Master plan created	1	1	SL-1

**Transition Table 2C**  
**Summary of Specific Housing/Community Development Objectives**  
**(Multi-Year)**  
**(Table 2A/2B Continuation Sheet)**

SL-1.4	Highlands Community Center development <b>2013 Highlands Community Center Phase 1</b>	CDBG; foundations; private; WA Parks	Community center completed	1	1	SL-1
SL-1.5	Highlands – Archie Anderson Park Improvements <b>2013 Basketball Lighting</b>	CDBG; city; WA park funds; private	Water Feature; Ball Field Improvmts.	2	1	SL-1
SL-1.6	Highlands parks & open space improvements	CDBG; city; foundations; private; WA Parks	# Park/open space improvements	Unknown		SL-1
SL-1.7	Highlands mini-grants to fund community projects	CDBG; city; private	# Projects	Unknown		SL-1
SL-1.8	Highlands - Public/private property improvements to reduce crime (CPTED)	CDBG; city; private	# Properties improved	Unknown		SL-1
SL-1.9	Victoria Freeman Park Improvements	CDBG; city; WA park funds; private	Field imprvmnts; New features	Unknown		SL-1
SL-1.10	Kellogg Park Improvements	CDBG; city; WA park funds; private	Imprvmnts & Upgrades	Unknown		SL-1
SL-1.11	Paths, trails & open space development	CDBG; city; WA trail funds; private	# Parks L.F. Trails # Open spaces	Unknown		SL-1
SL-1.12	Upgrade Catlin Building for recreational use* (Kelso)	State CDBG; city; WA park funds; private	Building imprvmnts Installed	1		SL-1
SL-1.13	Recreation/Drop In Center for youth	CDBG; city; WA park funds; private	Develop building & site	1		SL-1
SL-1.14	Senior Center <b>2012 Kitchen Improvement</b>	CDBG; foundations; private; WA Parks	Develop building & site	1	1	SL-1
SL-1.15	Center for Disabled Persons	CDBG; city; private; foundations; WA CTED	Develop building & site	1		SL-1
SL-1.16	Child Care Centers	CDBG; city; private; foundations; WA CTED	Develop buildings & sites	1		SL-1
SL-1.17	Adult day care facility for elderly & mentally disabled	CDBG; city; private; foundations; WA CTED	Develop building & site	1		SL-1
SL-1.18	"Clubhouse" facility for special needs populations	CDBG; city; private; foundations; WA CTED	Develop building & site	1		SL-1
	<b>Infrastructure</b>					
SL-3.1	Highlands water & sewer improvements	CDBG; city; private	L.F. waterline L.F. sewer line	Unknown Unknown		SL-3
SL-3.2	Highlands storm drainage – Beech Street	CDBG; city; private	L.F. stormdrain # streetscape enhancements	Unknown Unknown		SL-3
SL-1.19	Streetscape improvements – Downtown & Highlands <b>2009 26<sup>th</sup> Ave. 200 Block 5 Trees</b>	CDBG; city; private <b>CDBG-R</b>	# Street trees # Street furniture # Ramps	Unknown Unknown	5 8	SL-1

**Transition Table 2C**  
**Summary of Specific Housing/Community Development Objectives**  
**(Multi-Year)**  
**(Table 2A/2B Continuation Sheet)**

	<b>2009 26<sup>th</sup> &amp; Alabama -4 Handicap Ramps</b> <b>2009 25<sup>th</sup> &amp; Alabama -4 Handicap Ramps</b>					
SL-1.20	Street & alley lighting – Downtown & Highlands <b>2009 -26<sup>th</sup> Ave. 200 block</b> <b>2009 25<sup>th</sup> Ave. 200 block</b>	CDBG; city; PUD; private <b>CDBG-R</b>	# Blocks lit # Alley blocks	Unknown Unknown	<b>2</b>	SL-1
SL-3.3	Improved street connectivity in eligible areas* (Kelso)	State CDBG; city; private	# Streets connected	Unknown		SL-3
SL-3.4	Street improvements in eligible areas* (Kelso)	State CDBG; city; private	# Streets Improved	Unknown		SL-3
	<b>Public Facilities</b>					
SL-1.21	Homeless shelter & services for youth	Doc Fee; CDBG; state/federal; private	# beds created # youth served	1		
SL-1.22	Create a “one-stop” homeless resource center.	Doc Fee; CDBG; private;	Resource Center created	1		SL-1
DH-1.6	Operational & capital improvement support for emergency shelters <b>2009-2013 LV Document Recording Fees</b> <b>2013 Renovating Community House</b>	Doc Fee; CDBG; ESAP; ESG	# Shelters assisted	2	<b>5</b> <b>1</b>	DH-1
SL-3.5 Amend	Improve Pubic Community Facilities for persons with Disabilities <b>2010 Progress Center Addition</b>	<b>CDBG, Private Bank Loan</b>	<b>Addition Constructed</b>	30	<b>36</b>	SL-3.5
	<b>Public Services</b>					
DH-1.7	Fair housing & housing counseling	CDBG; State; private	# persons served	Unknown		DH-1
DH-1.8	Highlands - Housing counseling & financial education services	CDBG; State; private	# persons served	Unknown		DH-1
DH-2.4	Homeownership/Foreclosure prevention counseling <b>2010 Foreclosure Prevention Counseling</b>	<b>CDBG; State; private</b>	# persons served # foreclosures prevented	Unknown	<b>45</b>	DH-2
SL-1.23	Expand food bank services. <b>2009 Help Warehouse (duplicated Hshld)</b> <b>2010 Help Warehouse (unduplicated)</b> <b>2011 Help Warehouse (unduplicated)</b> <b>2012 Help Warehouse (unduplicated)</b> <b>2013 Help Warehouse (unduplicated)</b>	<b>CDBG; State; United Way; private</b>	# households served  <b>(7 months)</b>	Unknown	<b>4,641</b> <b>2,181</b> <b>1,426</b> <b>1,893</b> <b>1,571</b>	SL-1
SL-1.24	After-school and recreation programs for youth, teens & families	CDBG; State; private; UWay	# youth served	Unknown		SL-1
SL-1.25	Recreational Programs for seniors & disabled	CDBG; State; private; UWay	# persons served	Unknown		SL-1
SL-1.26	Access to primary & behavioral health care	CDBG; State; private;	# persons served	Unknown		SL-1
SL-1.27	Early intervention services to families in generational poverty <b>2010 Mentoring Low-Income Children</b>	<b>CDBG; State; private; UWay</b>	# families served	Unknown	<b>5 children</b>	SL-1
SL-1.28	Palliative/Home health care	CDBG; State; private	# persons served	Unknown		SL-1
SL-1.28	Senior services	CDBG; State; private	# seniors served	Unknown		SL-1
SL-1.29	Disabled services	CDBG; State;	# disabled persons			SL-1

## Transition Table 2C

### Summary of Specific Housing/Community Development Objectives (Multi-Year) (Table 2A/2B Continuation Sheet)

		private	served	Unknown		
SL-1.30	Highlands "Adopt-a-Street" programs to assist with landscaping, lighting, painting	CDBG; State; private	# Streets adopted # Sponsors	Unknown		SL-1
DH-1.3	Transitional Employment Services to Veterans (to maintain housing.) <b>2010 Vet Works</b>	<b>CDBG</b>	# Veterans		<b>4 jobs</b>	DH-1.3
	<b>Economic Development</b>					
EO-1.1	Highlands - Small business/micro-enterprise technical assistance & venture capital	CDBG; State; private	# people assisted # businesses funded	Unknown		EO-1
EO-1.2	Highlands - Low income credit union/2 <sup>nd</sup> Chance banking	CDBG; State; private; Treasury	# LMI members # persons banked	Unknown		EO-1
EO-1.3	Highlands commercial development	CDBG; State; private;	S.F. commercial development	Unknown		EO-1
EO-1.4	Business technical assistance & services to for-profit/non-profit	CDBG; State; private;	# persons counseled # businesses served	Unknown		EO-1
EO-1.5	Small/micro-business assistance & job training <b>2010 Micro Business Develop &amp; Support</b>	<b>CDBG; State; private;</b>	# persons counseled # businesses served	Unknown	<b>45</b>	EO-1
EO-2.1	Public works infrastructure that serves business	CDBG; city; State; private	L.F. streets L.F. utilities	Unknown		EO-2
EO 3.1	Downtown Façade Improvement Program <b>2012 Stageworks NW 1433 Commerce Ave</b>		# façade improvements	Unknown	1	EO-3
	<b>Neighborhood Revitalization/Other</b>					
DH-1.9	Planning & Administration: <ul style="list-style-type: none"> <li>• Fair Housing AI</li> </ul> <b>2010 Fair Housing AI Plan completed</b> <ul style="list-style-type: none"> <li>• Monitor AI</li> <li>• Ten Year Plan Update</li> </ul>	CDBG; local Doc Fees	Develop AI Update Ten Year Plan	1 1	<b>1</b>	DH-1
	<b>2011 Employ People w/ Disabilities Plan</b>				<b>1</b>	
	<b>2011 Veteran's Service Center Plan</b>				<b>1</b>	
	<b>2012 Highlands Community Center Plan</b>				<b>1</b>	
	<b>2013 2014-2018 Consolidated Plan</b>				<b>1</b>	

\*Outcome/Objective Codes

**Transition Table 2C**  
**Summary of Specific Housing/Community Development Objectives**  
**(Multi-Year)**  
**(Table 2A/2B Continuation Sheet)**

	<u>Availability/Accessibility</u>	<u>Affordability</u>	<u>Sustainability</u>
<b>Decent Housing</b>	DH-1	DH-2	DH-3
<b>Suitable Living Environment</b>	SL-1	SL-2	SL-3
<b>Economic Opportunity</b>	EO-1	EO-2	EO-3

**City of Longview CDBG Entitlement Funding  
2013**

CDBG Federal Allocation		\$317,752.00
CDBG Administration - 15%		47,662.80
CDBG Admin/Planning Activities		15,887.60
Base Amount - up to 5%	\$15,887.60	
Public Service Set-Aside - up to 15%		47,662.80
Entitlement Available		\$227,100.14
Base Entitlement	\$206,538.80	
Unobligated (includes deobligations)	20,561.34	
Deobligated		
# 84 Foreclosure Avoidance Counsel.	\$6,551.19	
#116 Highlands Trail 2009-2011	\$1.49	
#137 Help Warehouse 2011	\$2,523.55	
#138 Veterans' Service Center Plan	\$0.60	

**2013 Community Development Block Grant (CDBG)  
Project Allocation Matrix**

	Available:	Requested Funding	Approved Funding	Unobligated
<b>Main Entitlement Projects</b>	\$ 227,100.14			
AA Park Basketball Lighting		90,000.00	91,589.81	
Highlands Comm Ctr Phase 1		99,000.00	98,948.99	
Renovating Community House		16,000.00	16,000.00	

<i>Funding Available for Main Entitlement</i>		<i>22,100.14</i>		
<b>Total</b>	\$	<b>227,100.14</b>	\$	<b>206,538.80</b>
			\$	<b>20,561.34</b>

	Available:	Requested Funding	Approved Funding	Unobligated
<b>Public Service Projects</b>	\$ 47,662.80			
Help Warehouse		\$ 41,387.00	\$ 41,458.80	
Self-Help Plus Legal Aid		\$ 5,600.00		
TBRA Services and Mgt for Dom Viol		\$ 6,204.00	\$ 6,204.00	

<i>Funding Available</i>		<i>(5,528.20)</i>		
<b>Total</b>	\$	<b>47,662.80</b>	\$	<b>47,662.80</b>
			\$	<b>-</b>

	Available	Requested Funding	Approved Funding*	Available for Admin
<b>Planning Projects</b>	\$ 15,887.60			
2014-2018 Consolidated Plan		\$ 13,799.00	\$ 15,887.60	

<i>Funding Available for Admin/Plan</i>		<i>2,088.60</i>		
<b>Total</b>	\$	<b>15,887.60</b>	\$	<b>15,887.60</b>
			\$	<b>-</b>

**Longview-Kelso Consortium HOME Entitlement Funding  
2013**

**2013**

HOME Federal Allocation		\$	264,775.00
Consortium Administration			26,477.50
Consortium Admin 10%	26,477.50		
CHDO Set-Aside 15%			39,716.25
CHDO Operating Funds 5%			13,238.75
Longview Program Allocation			289,574.03
Base Allocation 75%	\$	139,006.88	
Rollover from 2012		111,873.30	
Deobligated:			
#102 LV Drug Ct		4,711.00	
#106 SHARE		28,815.85	
#123 LV TBRA		5,167.00	
Kelso Program Allocation			95,443.32
Base Allocation 25%	\$	46,335.63	
Rollover from 2012		49,087.69	
Deobligated			
#118 KL Drug Court		20.00	

**Longview Projects 2013**

(Public Hearing - April 25, 2013)

	Available:	Requested	Approved	Unobligated
	\$ 289,574.03			\$ -
CAP Homeownership - 4570 Windermere		\$ 144,000.00	144,000.00	
Foundation for the Challenged Home		45,000.00	45,000.00	
Domestic Violence TBRA		62,040.00	62,040.00	
<b>Total</b>		<b>\$ 251,040.00</b>	<b>\$ 251,040.00</b>	<b>\$ 38,534.03</b>

**Kelso Projects 2013**

(Public Hearing - April 16, 2013)

	Available:	Requested	Approved	Unobligated
	\$ 95,443.32			\$ -
CAP Self-Help Kelso Cottages		48,473.00	\$ 50,443.32	\$ -
Foundation for the Challenged Home		45,000.00	45,000.00	
<b>Total</b>		<b>\$ 93,473.00</b>	<b>\$ 95,443.32</b>	<b>\$ (0.01)</b>

## **Affirmative Marketing**

*The following list of local organizations and publications should be contacted for advertising or marketing this HOME project:*

### **Ethnic Minority**

- ❑ Ethnic Support Council, 311 Oak St., Kelso, WA 98626 360.636.2791
- ❑ Iglecia Latina, 2045 Tibbets #6 St., Longview, WA 98626 360.414.1414 or 360.577.0203
- ❑ Templo Emanuel, (Jessie Lopez), 3303 Pine St., Longview, WA 98632 360.423.0102
- ❑ St. Rose Catholic Church, 701 26<sup>th</sup> Ave (Office), Longview, WA 98632 360.425.4660
- ❑ Centro Christino at 20<sup>th</sup> Ave Baptist, 317 20<sup>th</sup> Ave., Longview, WA 98632  
360.425.1960
- ❑ Seventh-Day Adventist, (Spanish Pastor) 77 Solomon Rd., Kelso, WA 98626  
360.423-7344

### **Minority**

- ❑ House of Prayer for All Nations, 862 9<sup>th</sup> Ave., Longview WA 98632
- ❑ Church of Jesus Christ the Lamb of God, 823 7<sup>th</sup> Ave, Longview WA 98632

### **Senior**

- ❑ Longview Senior Center, 1111 Commerce Ave., Longview, WA 98632 360.636.0210
- ❑ Senior Information and Referral, PO Box 539, Kelso, WA 98626 360.577.4929
- ❑ Retired Senior Volunteer Program, (RSVP) 1526 Commerce Ave., Longview, WA 98632  
360.577.2389
- ❑ Senior Living Home Services, 875 15<sup>th</sup> Ave., Longview, WA 98632

### **Disabled**

- ❑ Life Works, 906 New York St., Longview, WA 98632 360.577.9093
- ❑ Lower Columbia Council for the Blind, 309 SW 4<sup>th</sup> Ave., Kelso WA 98632 360.425.5369
- ❑ The Arc of Cowlitz County, 906 New York St., Longview, WA 98632 360.425.5494



Activity	Date Project Committed	Activity Name or Address	Project Type	HOME Funds Expended	Date HOME \$ Expended	Amount of Match Liability Incurred	Value of Match Contribution	Type of Match	Date Match Recognized	Comments
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
44		LCCAC - 965 33rd	H	\$10,219.03	8/8/2013	\$1,277.38				
153		LHA-Highlands Homeownership Promo	H	\$13,746.51	9/12/2013	\$1,718.31				
44		LCCAC - 965 33rd	H	\$13,021.81	9/12/2013	\$1,627.73				
44		LCCAC - 965 33rd	H	\$36,887.13	9/12/2013	\$4,610.89				
153		LHA-Highlands Homeownership Promo	H	\$35,661.32	10/10/2013	\$4,457.67				
44		LCCAC -965 33rd	H	\$2,728.52	11/14/2013	\$341.07				
153		LHA-Highlands Homeownership Promo	H	\$10,592.17	11/14/2013	\$1,324.02				
44		LCCAC - 965 33rd	H	\$9,440.25	11/14/2013	\$1,180.03				
131		Cowlizt Co. Habitat for Humanity	H	\$3,690.62	11/14/2013	\$461.33				
152		Cowlizt Co. Habitat for Humanity	H	\$20,000.00	11/14/2013	\$2,500.00				
142		Cowlizt Co. Habitat for Humanity	H	\$57.24	12/12/2013	\$7.16				
158		LHA-Domestic Violence TBRA	H	\$871.00	12/12/2013	\$108.88				
158		LHA-Domestic Violence TBRA	H	\$1,176.00	1/13/2014	\$147.00				
158		LHA-Domestic Violence TBRA	H	\$4,651.00	2/13/2014	\$581.38				
164		Cowlizt Co. Habitat for Humanity	H	\$17,000.00	2/13/2014	\$2,125.00				
158		LHA-Domestic Violence TBRA	H	\$3,477.00	3/18/2014	\$434.63				
158		LHA-Domestic Violence TBRA	H	\$5,288.00	4/14/2014	\$661.00				
158		LHA-Domestic Violence TBRA	H	\$6,259.00	5/8/2014	\$782.38				
141		Cowlizt Co. Habitat for Humanity	H	\$14,371.91	5/8/2014	\$1,796.49				
158		LHA-Domestic Violence TBRA	H	\$4,938.00	6/16/2014	\$617.25				
165		Lower Columbia CAP 4570 Windemere	H	\$14,278.96	6/16/2014	\$1,784.87				
158		LHA-Domestic Violence TBRA	H	\$3,766.00	7/14/2014	\$470.75				
165		Lower Columbia CAP 4570 Windemere	H	\$16,886.91	7/14/2014	\$2,110.86				
						\$0.00				
131		Cowlizt Co. Habitat for Humanity				\$0.00	32,000	Cash	11/1/2013	311 25th Ave.
131		Cowlizt Co. Habitat for Humanity				\$0.00	650	Forgone Fees	11/1/2013	311 25th Ave.
131		Cowlizt Co. Habitat for Humanity				\$0.00	5,146	Const. Mater.	11/1/2013	311 25th Ave.
131		Cowlizt Co. Habitat for Humanity				\$0.00	21,620	Sweat Equity	11/1/2013	311 25th Ave.
						\$0.00				
		Current Fiscal Year		\$249,008		\$31,126	\$59,416			
		Excess Match from Previous Fiscal Year					\$2,459,336			
		Total Match Available for Current Fiscal Year					\$2,518,752			
		Match Liability for Current Fiscal Year					\$31,126			
		Excess Match Carried Over to Next Fiscal Year					\$2,487,626			

1997 and 1998 incurred no match liability due to Presidential Disaster declaration. 1999-2013 incurred a 50% match liability deduction due to poverty (translating to 12.5% of HOME dollars match liability).

## Part 2

# CDBG Subrecipient Reports





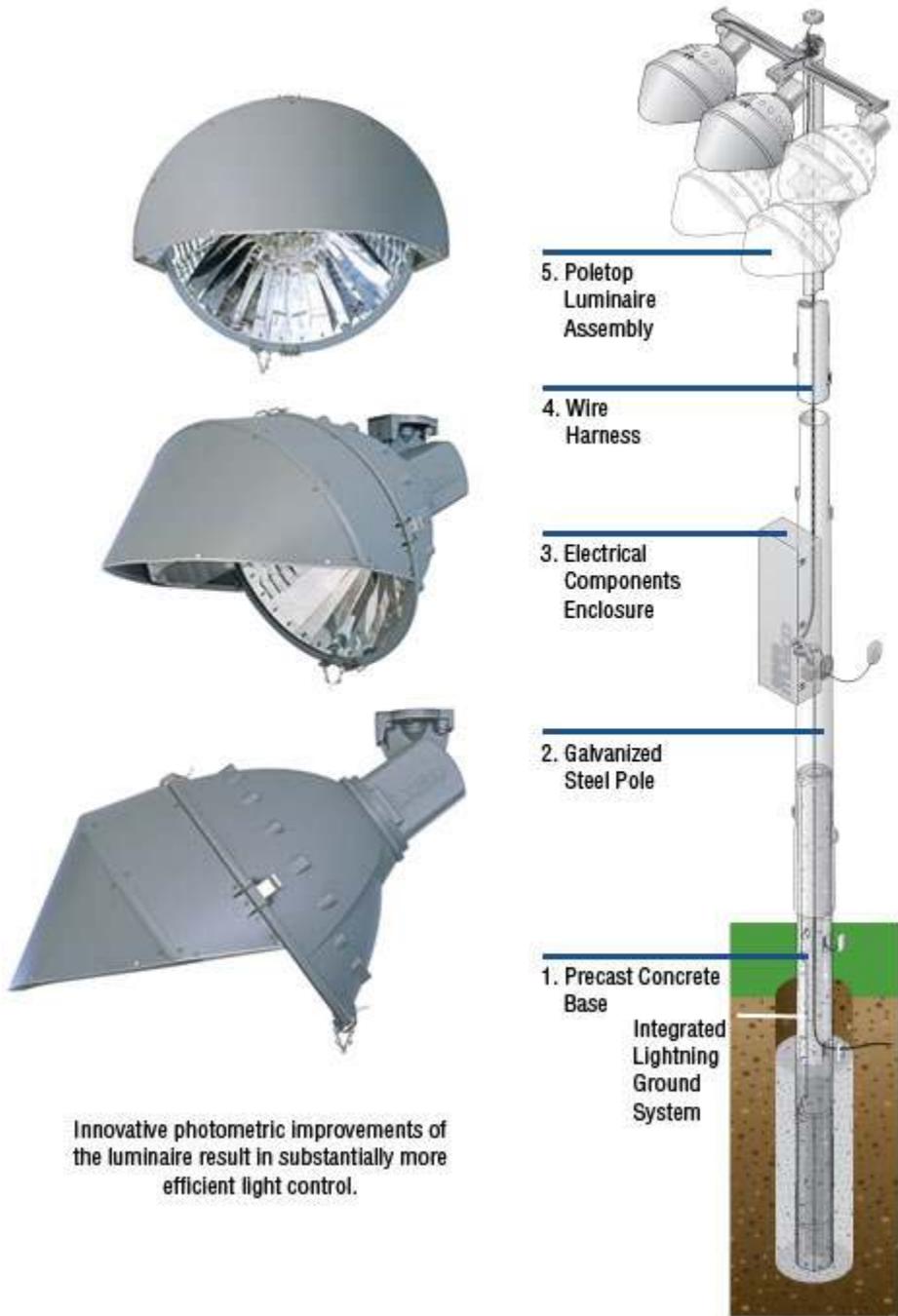
Subject: 2013 CAPER Annual Project Report  
Archie Anderson Park, Basketball Court Lighting Project

The Basketball Court Lighting Project at Archie Anderson Park is one of the initial steps of the 2010 Council approved Park Master Plan to develop Archie Anderson Park. Light levels are currently inadequate resulting in limited play after dark. The project is funded through a combination of grants including the 2013 HUD/CDBG Grant, Kuntz Family Fund and Parks & Recreation budget. The total budget for the project is roughly \$ 110,000. The project is strongly supported by the Highlands Neighborhood Association and Parks Board.

The basketball courts are located in the northeast corner of the 6-acre Archie Anderson Park. The court area is bordered by Alabama Street, 21<sup>st</sup> Avenue, the main parking lot and park playground facilities. A 12-ft tall cyclone fence with three gates surrounds the courts. The existing basketball courts were resurfaced and restriped in the fall of 2009 and have only minimal security lighting.



The project plans to install new energy efficient sport field lighting for the two basketball courts. The Lighting Project includes new concrete pole foundations, 40-ft tall galvanized steel poles with cross arms located just outside of the fencing near the corners of the court, aluminum light fixtures with 1500-Watt metal halide lamps. A programmable control system with push button/strobe controls and new area LED security/safety lighting are planned. Uniform light levels for recreational facilities including trespass/spill, glare and dark sky concerns are all addressed in the design.



The project is scheduled for completion in 2014. The project plans and specifications are complete. Project advertisement and contract award are scheduled for September of 2014. Delivery of the electrical equipment including poles, light fixtures, and lamps are approximately 30-days after the Notice To Proceed is issued. Construction will be complete within two weeks after receipt of the electrical equipment.

Lighting the basketball court area is a welcomed and much needed improvement to the Highlands neighborhood and park. The lighting project generates additional opportunities for organized events increases overall physical activities, reduces crime with positive activities, improves the quality of life and develops a safe, attractive, fun recreational facility. The basketball courts are the most used feature of the park and a valuable community asset.

Chris L. St.Onge

City of Longview, Public Works Staff Engineer



**Community House on Broadway**  
1105 Broadway Street  
Longview, WA 98632  
(360) 425-8679  
Director: Frank Morrison

## 2013 Annual Report

August 5, 2014

Julie Hourcle'  
Entitlement Program Coordinator  
1525 Broadway  
Longview, WA 98632

RE: Community House on Broadway CDBG Report

Dear Julie and the Longview City Council,

Community House on Broadway was awarded \$16,000 by the City of Longview's CDBG funds for the purpose of supplementing funding for the purchase and installment of 67 windows and converting space on the first floor into an ADA room for handicapped residents. Pacific Northern Environmental (PNE) was the subcontractor for the window project and completed the work in a timely fashion. PNE did contribute 80 hours of volunteer labor to complete the window installation project. In order to fully fund the purchasing of the windows, Community House was granted funding from both Longview and Kelso noon rotary clubs.

### Accomplishments:

The 67 windows were replaced in the Community House building during the month of September 2013. The installment of the new windows has accomplished three primary objectives: safety, energy efficiency, and added aesthetic value. The old windows at Community House were a safety hazard, in some rooms they did not completely close and children's beds paralleled them. In one case a window fell out and into the alley below. The administration and staff always feared a hyperactive child falling out one of them. The new windows have reduced the stress of parents and staff as they are functionally much better. Energy efficiency has also improved especially during the winter months when the building needs to be heated. No longer can cold air flow freely into the building because of windows that did not close completely. Heat stays in the building thus reducing our energy consumption and cost. Lastly, the windows have given the public a better perception of the Community House. When citizens look at the homeless shelter, they no longer view windows being propped up by soda cans and laundry detergent, rather they see new windows that has helped beautified the building.

**Difficulties:**

The project did encounter a couple of setbacks. One was finding a quality window that would last several years at an affordable price. Lowe's did offer the most competitive price at \$159.00 per window and we ordered through their company. Furthermore, some of the windows were not easy to install; the contractors did encounter wood rot and had to work extra hours than intended in order to complete the project. This extra labor added to the project cost.

**ADA Room Project:**

Community House has \$5,100 remaining in its funds in order to complete the remodel of a first floor room into an ADA accessible room. Three contractors have bid the project and Community House is in the process of negotiating a bid with LP & H Mechanical. One of the difficulties has been securing funding in order to complete the project. The project is going to cost an estimated \$6,000 more than we have available from 2013 CDBG funding. Thus, we are trying to keep costs down by having our maintenance team do as much work as possible in order to low the labor costs of LP & H. We expect this project to be completed in its entirety by the end of September of 2014.

Sincerely,

Frank Morrison  
Executive Director  
Community House

Highlands Neighborhood Association

282 21st Ave.

Longview, WA 98632

360)442-5932

## **2013 Annual Report**

The Highlands Neighborhood Association was awarded a CDBG Grant in 2013 to begin a remodel on our Community Center at 292 21<sup>st</sup> Ave., Longview. The Remodel began on August 4, 2014 and has a completion date of September 26, 2014.

This has been a learning process for us at the Highlands but with great thanks to John Brickey, Julie Hourcle and David Brittell the project is proceeding and we are very excited. The Community Center is an important asset in the Highlands by providing children a safe environment to learn and be mentored (adults also!). We are looking forward to reopening and bringing back the library and programs that the residents use. Again thank you to Mayor Jensen, City Council and Staff for all that you do to make the Highlands a great neighborhood!

Felicia Conley

Highlands Neighborhood Association

Board President



# 2013 Program Year CAPER Report

## Senior Aging In Place Grant Program

A Senior Program of Longview Housing Authority

Longview Housing Authority (LHA) continues to partner with the City of Longview and LOVE Inc. of Cowlitz County to operate a pilot program that allows seniors to remain in their homes by providing them with housing modifications. **The Senior Aging in Place Grant Program** provides up to \$3000 in housing modification grant assistance to seniors who are in need of housing modifications that enable them to continue living in their current location and “age in place”. This program serves low income (up to 80% median income) seniors (62 or over) who either own their home or rent a unit in the city limits of Longview.

The Senior Aging in Place program completed housing modifications on a number of residences which allowed these seniors to continue living in their homes. The need for wheel chair ramps has continued to be the primary housing modification requested by seniors. LHA oversees the program by determining a senior’s eligibility for the program and then processes their request for a housing modification. After working with LOVE Inc. to draw up plans and the city of Longview to obtain a building permit, LHA turns over the project to a LOVE Inc. team of volunteers to build the ramp. The housing modifications are paid for using the City of Longview’s CDBG funding. Outreach includes distributing the program brochure among senior service providers and sharing with groups such as the local AARP about the program.



**28<sup>nd</sup> Ave & 7<sup>th</sup> Ave Wheel Chair Ramps:** This year’s projects include a wheel chair ramp for an elderly man who lived alone and whose mobility was restricted because of his need to use of a walker in getting around. The ramp gave him the freedom to safely get move in and out of his home. A ramp was also built for

two senior sisters living together who both had limited mobility which kept them homebound without a way to safely exit their home. This housing modification afforded both women the opportunity to continue living in their home and come and go with a greater ease and safety. Currently we have two more seniors living in Longview who have requested ramps.



**Bath Tub Modification:** A couple months ago, the program had its first request for modifying a bath tub from a woman who lived alone. She had mobility issues that restricted her ability to safely get in and out of her bath tub. A Portland company was hired to convert her

tub to a walk-in shower by cutting out the side of the bath thus greatly reducing the risk of falling. We have already had a request for the same tub modification from another woman who lives alone.

This partnership between LHA, the city of Longview and LOVE Inc. continues to be a good model for providing seniors with the resources needed to remain in their homes and age in place.

Thanks for your support,

Jon Dieter, Director of Community Services



**Stageworks Northwest**  
**PO Box 2034**  
**Longview, WA. 98632**

## 2013 Annual Report CDBG

Stageworks Northwest has completed the project of addressing blight at the Longview Theatre. Work completed included:

- Replacement of all broken glazing and locking mechanisms. Repairs to the front.
- Replacement and repair as needed roofing flashing
- Repair stucco siding and paint
- Replacement of rotted out marquee

Prior work under the grant included painting front and rear of building, and installation of HVAC system

Because of these improvements Stageworks Northwest was able to resume planning and executing full seasons of programming which included:

- Productions of several plays and musicals attended by approximately 5,000 last year.
- The Children's After School Theatre was able to move to the site and learn in a real theatrical space.
- Work with the Children's After School Theatre has made a significant impact on literacy and student achievement.
- Several community forums were hosted in the space including Downtown Partnership, City of Longview, Community Forum on Streetscape and Rotary.

- Outside event celebrating the work in partnership with the city was attended by approximately 300.
- Stageworks is able to focus on its mission.
- Efforts of Stageworks Northwest as a result of this grant are having a stimulating and positive impact in the downtown.
- Stageworks Northwest has been able to leverage this grant to make additional investments in the building.
- Dozens of local actors and actresses, of all ages have been able to participate in their art.
- An 18 year-old theatre company found new life.

Included in this report are images that, in particular show the front elevation of the building, the historic marquee, The Children's After School Theatre, the main theatre auditorium.

The board of directors are grateful to the mayor, the council and the staff within the City of Longview for their support and encouragement in this important project.

Thank You!

Tim Cusick







**Lower Columbia CAP  
HELP Warehouse  
CDBG Annual Report**

Lower Columbia CAP HELP Warehouse receives CDBG funds from the City of Longview to help defray the cost of operating the Help Warehouse, by providing crucial salary support for the warehouse staff, and funding for gas and maintenance of the Help Warehouse vehicles which bring food from places such as the discount food buying services in Seattle, dairies in Yelm, and the fish hatcheries.

The Help Warehouse distribution center provides a central local point where Staff can collect, sort, and distribute food to seven local area food banks. The Longview food banks include Salvation Army, FISH (which includes 17 churches), and St. Vincent de Paul. These food banks serve approximately 8200 Longview residents each month. Approximately 55% of the food distributed from these food banks come from the Help Warehouse.

The Help Warehouse receives, organizes, and distributes an average of 30,235 lbs of USDA commodities per month. Currently, five of the fifteen distribution sites serve Longview citizens. The Help Warehouse delivers commodities to 4 Longview senior apartment complexes, and has 2 routes that deliver to home bound persons. St. Vincent de Paul provides evening distribution of commodities once a month to better serve the working poor who are employed in lower-paying jobs and cannot make it to the food banks during the day. The remaining clientele receive their commodities directly from Help Warehouse. From Aug 2013 through July 2014 an average of 420 Longview families received USDA government commodities each month from the nine Longview sites.

Overall, during program year 2013/2014 (Aug-July 2014), approximately 1100 unduplicated individuals, of whom 24% were children and 27% were senior citizens, received some form of food assistance through HELP Warehouse. Approximately 680,000 lbs. of food were distributed to Longview Food banks and approximately 163,000 lbs. of USDA Commodities were distributed to City of Longview residents.

In addition, Help Warehouse provides an average of 220 unduplicated individuals per month with emergency services (blankets, infant formula, diapers, and personal care items) and assists people in applying for the Basic Food Quest Card (formerly called Food Stamps).

Thanks to the support of the city of Longview, the Help Warehouse strengthens our community by addressing the nutritional needs of our most vulnerable citizens.



Fresh Fish Distribution.



The Longview/Kelso Building & Construction Trades Council and The Cowlitz Wahkiakum Labor Councils presented CAP of Cowlitz County with approximately 500 pounds of ham to distribute, just in time for the Holiday Season.



Cowlitz 2 Fire Cadets volunteer to volunteer to pack USDA commodities for distribution every month.

Lower Columbia CAP 1526 Commerce Avenue Longview WA 98632 360-425-3430

Sincerely,

*Ilona Kerby*

Ilona Kerby  
Executive Director



Administration Annex ~ 207 4<sup>th</sup> Avenue N. ~ Kelso, WA 98626-4195  
(360) 577-3041 ~ Fax (360) 425-7760 ~ [www.cwcog.org](http://www.cwcog.org)

## City of Longview, Washington Annual HOME & CDBG Project Report

### Consolidated Housing & Community Development Plan

The City of Longview contracted with the Cowlitz-Wahkiakum Council of Governments to develop a Consolidated Housing & Community Development Plan for the Longview-Kelso HOME Consortium for fiscal years 2014-2018.

The Consolidated Plan is a requirement of the U.S. Department of Housing and Urban Development (HUD) that large cities and all states must prepare in order to receive Federal monetary assistance from HUD Programs. The Plan is a comprehensive strategy developed by the community addressing the affordable housing and community development needs present within the community. Program goals are established by law and include:

- **Providing decent, affordable housing**
- **Achieving a suitable living environment**
- **Expanding economic opportunity**

The Consolidated Plan is used to implement the Community Development Block Grant (CDBG) and the HOME Investment Partnership (HOME). HOME funds are used in a variety of ways to stimulate the creation of affordable housing. CDBG funds may be used for a broad array of projects and activities, including:

- Housing
- Community Facilities
- Public (Works) Facilities
- Public Services
- Economic Development

HUD requires that a Consolidated Plan contain the following elements:

#### **Housing & Homeless Needs Assessment**

An assessment of the community's housing needs projected for the five-year period. The housing needs assessment focuses on affordable housing needs, public housing needs, homeless needs, lead-based paint concerns, fair housing concerns, identification of barriers to affordable housing, and community and economic development needs.

## **Housing Market Analysis**

Description of the significant characteristics of the local housing market, including supply, demand and condition and cost of housing, as well as the housing stock available to serve persons with disabilities and HIV/AIDS, and their families. Areas demonstrating concentrations of racial/ethnic minorities and/or low-income families are identified.

## **Five-Year Strategic Plan**

Identifies priorities for meeting housing, community and economic development needs and identifies obstacles to meeting underserved needs. The Strategic Plan outlines anticipated activities and accomplishments over a specified timeline that will accomplish the strategy, including affordable housing, homelessness, other special needs and barriers to affordable housing. Non-housing needs, priorities, and activities that will assist in meeting the overall objectives are identified. The five-year strategy also includes narratives on the following:

- Barriers to affordable housing
- Lead-based paint hazards
- Anti-poverty strategy
- Institutional structure
- Interagency coordination
- Public housing

## **Annual Action Plan**

A one-year list of activities the community will undertake to address priority needs and local objectives with anticipated program income and funds received during the next program year under the HOME, CDBG, and other HUD programs for meeting housing and community development objectives.

## **Procedures Used to Prepare the FY 2014-2018 Consolidated Plan**

The Consolidated Plan planning process was designed to encourage and facilitate citizen participation. Three focus group sessions were convened to hear from area agencies and community members to gain insight into the community's affordable housing, community and economic development needs, and to outline steps to be taken to respond to the identified needs. Three community meetings and two public city council workshops were held at various times and locations in order to solicit input on community development and housing needs. Institutional partners were consulted individually, as needed, including Kelso Housing Authority, Longview Housing Authority, and Lower Columbia CAP. Public hearings were held to determine projects selected for funding for FY 2014. The plan was adopted at two subsequent public meetings in June.

Timely notices of meetings as well as opportunities to review information were posted in such a manner as to ensure widespread distribution. Opportunities for input included:

- January 14, 2014                   Housing/Homeless/Antipoverty Focus Groups
- January 27, 2014                   Community Input Meeting, Highlands Neighborhood Association
- February 13, 2014                   Community Input Meeting, Wallace Elementary
- February 18, 2014                   Community Input Meeting, PUD Building
- March 18, 2014                   Kelso Council Workshop
- March 20, 2014                   Longview Council Workshop
- April 15, 2014                   Kelso Public Hearing, Con Plan & 2014 Project Selection
- April 24, 2014                   Longview Public Hearing, Con Plan & 2014 Project Selection
- April 30-May 30, 2014               Public Comment Period
- June 3, 2014                   Kelso City Council – Consolidated Plan Adoption

▪ June 12, 2014 Longview City Council – Consolidated Plan Adoption

Meeting locations were handicapped accessible, and accommodations were available for the visually and hearing impaired. All public hearing notices were publicized in newspapers ten (10) days prior to the convening of the meeting and two separate notifications went out to over 100 area agencies, organizations and individuals prior to the interagency meeting and the public hearings. Citizens were given opportunity to receive relevant information, review documents, and submit their comments for consideration.

Citizens had an opportunity to review "Draft" copies of all sections of the Consolidated Plan prior to its submission to HUD. The City of Longview prepared posted the Consolidated Plan on their website and distributed to seven public locations. Legal and display ads appeared within *The Daily News* so that citizens had an opportunity to comment on the Plan's contents and purposes. Procedures for expressing comments and complaints and for requesting technical assistance was also published.

**List of Participating Agencies**

The following entities contributed to the public participation process for development of the 2014-2018 Consolidated Plan:

- Longview City Council
- Longview Community Development Department
- Longview Housing Authority
- Longview School District
- Kelso City Council
- Kelso Community Development Department
- Kelso Housing Authority
- Kelso School District
- Lower Columbia Community Action Council
- Northwest Justice Project
- Catholic Community Services
- Cowlitz Rental Property Owners Association
- Cowlitz County Association of Realtors
- Family Health Center
- Lower Columbia Mental Health/Cowlitz Guidance Association
- PATH Program
- Cowlitz County Headstart
- Cowlitz Community Network
- Drug Abuse Prevention Center
- Cowlitz-Wahkiakum Council of Governments

**Summary of Activities & Accomplishments**

Background Research & Data Collection	November 2013 – March 2014
Conducted Focus Groups – Housing/Homeless/Poverty	January 2014
Longview/Kelso Council Workshops	February – March 2014
Institutional Partner Consultation & Public Input Meetings	February – March 2014
Public Hearings	March – April 2014
Draft Plan Completed	April 2014
Public Comment Period	May 1-30, 2014
Response to Comments/Plan Adoption	June 2014

## Difficulties Encountered

Attendance by the general public at meetings held to solicit input was limited. Flyers were distributed at schools and posted at school buildings where meetings were held. Meetings were also advertised in the newspaper and flyers posted in the community. Little public comment was received on the draft plan document, even given extensive advertising and announcements at various meetings. Consultations with institutional partners were held individually, as needed. While there was a good exchange of information and ideas, the effort has not yet resulted in changes to those agency's annual or strategic plans to reflect Consolidated Plan issues and needs. It is hoped that future plan updates will build on these experiences to continually broaden community participation and partnerships.

This plan was the first one developed using HUD's electronic on-line template. Access to the eCon Plan website was delayed 2.5 months, as was the establishment of a Con Plan template, both of which presented challenges to timely project completion. The eCon Plan template is not particularly user-friendly, and required additional time to master. In addition, the eCon Plan template only provides data for the Consortia as a whole, requiring unanticipated time to develop data relating to individual jurisdictions within the Consortium. An additional work element not specified in the scope of work was presented after the work was underway, regarding HUD Technical Assistance. The consultant team required an unanticipated amount of time and effort to help them identify local needs and to support a local training event.

Respectfully submitted,

*Melissa L. Taylor*

Melissa L. Taylor  
Planning Manager  
Cowlitz-Wahkiakum Council of Governments

August 26, 2014

## Part 3

# HOME Subrecipient Reports





P.O. Box 1451 Longview, WA 98632  
OFFICE: (360) 425-6177 Fax: (360) 423-7279 STORE: (360) 636-6765  
www.cowlitzhabitat.org E-mail: dperron@cowlitzhabitat.org

## 2013 ANNUAL HOME Fund REPORT August 1, 2013- July 31, 2014 Longview and Kelso Projects - RECAP

Cowlitz County Habitat for Humanity would like to extend our gratitude and appreciation to the Longview and Kelso City Mayors, Council Members and your staff who kindly and generously support Cowlitz County Habitat for Humanity through the **HOME** program. We have attached the projects we have been fortunate enough to pursue, during this timeframe, along with photographs and a brief outline of the status of each project.

Cowlitz County Habitat for Humanity works vigorously to respond to our local needs of providing decent, affordable, safe, sustainable, energy-efficient housing in our community. Houses form only one part of our mission and overall vision. While it would be possible to simply build houses and give them over to families in need, we have a home ownership process designed to empower families for leveraging their experience with us toward ongoing success. We are proud that our program is a “hand-up” and not a “hand-out” philosophy. We encourage our families to participate in giving back to our community and continue to help others do the same.

Homeownership through CCHFH offers a permanent solution to those in need of affordable housing and we utilize federal (HOME) funds to acquire property and provide site improvements prior to the construction of single family housing by volunteers. A few highlights of the Habitat program are:

- The housing is sold to households between 25% - 60% of the Cowlitz County median income.
- Partner Families contribute a minimum of 500 sweat equity hours towards the construction of their home
- Volunteer-based organization with approximately 500 volunteers with over 5500 hours
- Community and families benefit through property improvements and enjoy a “pay it forward” benefit
- Families significantly add to your sponsorship by becoming taxpayers; working and shopping in our community that supported them
- ZERO foreclosures to date!
- 0% interest-free mortgage, the money used to pay their mortgage is then reinvested in future homes or renovation efforts
- Partner families and volunteers become strong advocates for our community
- We offer extensive family, community and homeowner classes such as financial stability; becoming a good neighbor; pet ownership; job training and resume enhancement; leadership development and others
- CCHFH wanted to extend the number of families served thereby offering additional products such as:
  - Brush with Kindness – allowing us to help other homeowners with improving exterior projects (ramps/rails; pressure-washing; painting; landscape clean-up, etc. also required sweat equity)
  - Neighborhood Revitalization – we have continued to enhance our work and partnership in the Highlands, our targeted NRI area with support in the “time bank” efforts; “adopt-a-block” program; community center and resident support; leadership and community development programs; and special note – all the homes CCHFH has built in Longview are in the Highlands. We see the improvements made to the area with each home built – with your support!

On behalf of the Cowlitz County Habitat for Humanity Board of Directors, staff , partner families and our entire affiliate, **we thank you again for your support and for making a significant difference in supporting housing needs in our community.** TOGETHER, we can MAKE A DIFFERENCE!

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Diane Perron".

Diane Perron, Executive Director  
Cowlitz County Habitat for Humanity

**LONGVIEW PROJECTS (August 1, 2013- July 31, 2014):**

With the help of HOME funding, we completed one new home at 311 25<sup>th</sup> Avenue, Longview; acquired an additional lot in the Highlands (located at 289 29<sup>th</sup> Avenue); are close to completion of the home located at 262 17<sup>th</sup> and will begin building at 231 Carolina Street in 2014/2015. We also had purchased a prior Habitat home (118 16<sup>th</sup> Avenue) back for “recycling” (as the family outgrew their home from a family of 3 to 6 since 2008) and rehabilitated and sold to another approved partner family in September 2013.

With the revitalization efforts in the Highlands, a priority for the City of Longview, is it important to note that currently all the homes that CCHFH has built in LONGVIEW, to date, have been in the Highlands. We believe we are a part of the solution of improving housing conditions and increasing the rate of homeownership and the value of existing homes in this area.

**House #18:** Purchased 311 25<sup>th</sup> Avenue in Longview, WA for \$25,000 in January 2012. Utilized HOME funds for property, permits, infrastructure and site improvement. Began construction in March 2013; completed and the SCOTT family moved in October 2013.



**311 25th (House #18) – Lot Selection 2013**



**262 17<sup>th</sup> Avenue, Longview, WA**

Purchased in May 2012 for \$15,000 – A family selected this to start build in September 2013; however, as mutually agreed, withdrew from the program and offered to another family. **The Belts** selected this property in August 2013; began construction in January 2014 and scheduled to complete home in early October 2014.



**House 18 completed in October 2013- Scott Family**



**The Belt Family Home – Under Construction!! (as shown in April 2014) @ 262 17<sup>th</sup> Longview**

**Conley Family  
 House #20  
 Rehab Home  
 118 16<sup>th</sup> LV  
 September 2013**



**KELSO (August 1, 2013- July 31, 2014) :**

We purchased 1426 Ross Avenue in Kelso. We have a Habitat partner family assigned to this location during the time schedule noted above and will be submitting permits in August 2014 with construction to follow immediately.

We are grateful for the support received in working with the community in low-income housing.  
**TOGETHER, WE CAN MAKE A DIFFERENCE!!**

**NEW CONSTRUCTION**



**1426 ROSS, KELSO - Davie Family (Family of 6)  
 Day they selected lot!**



**The Davie Family selected 1426 Ross  
 and are excited to start building  
 their Habitat home!**  
 Baby Surina born after photo taken.

**REHAB HOME**



**1504 BOWMONT, Kelso** –Habitat purchased the home back in February 2013. The House 19 Habitat partner family (STAMPS) moved into “recycled” home July/August 2013.



**2013 Annual Report**  
**Foundation For the Challenged (FFC)**  
**FFC VIII**

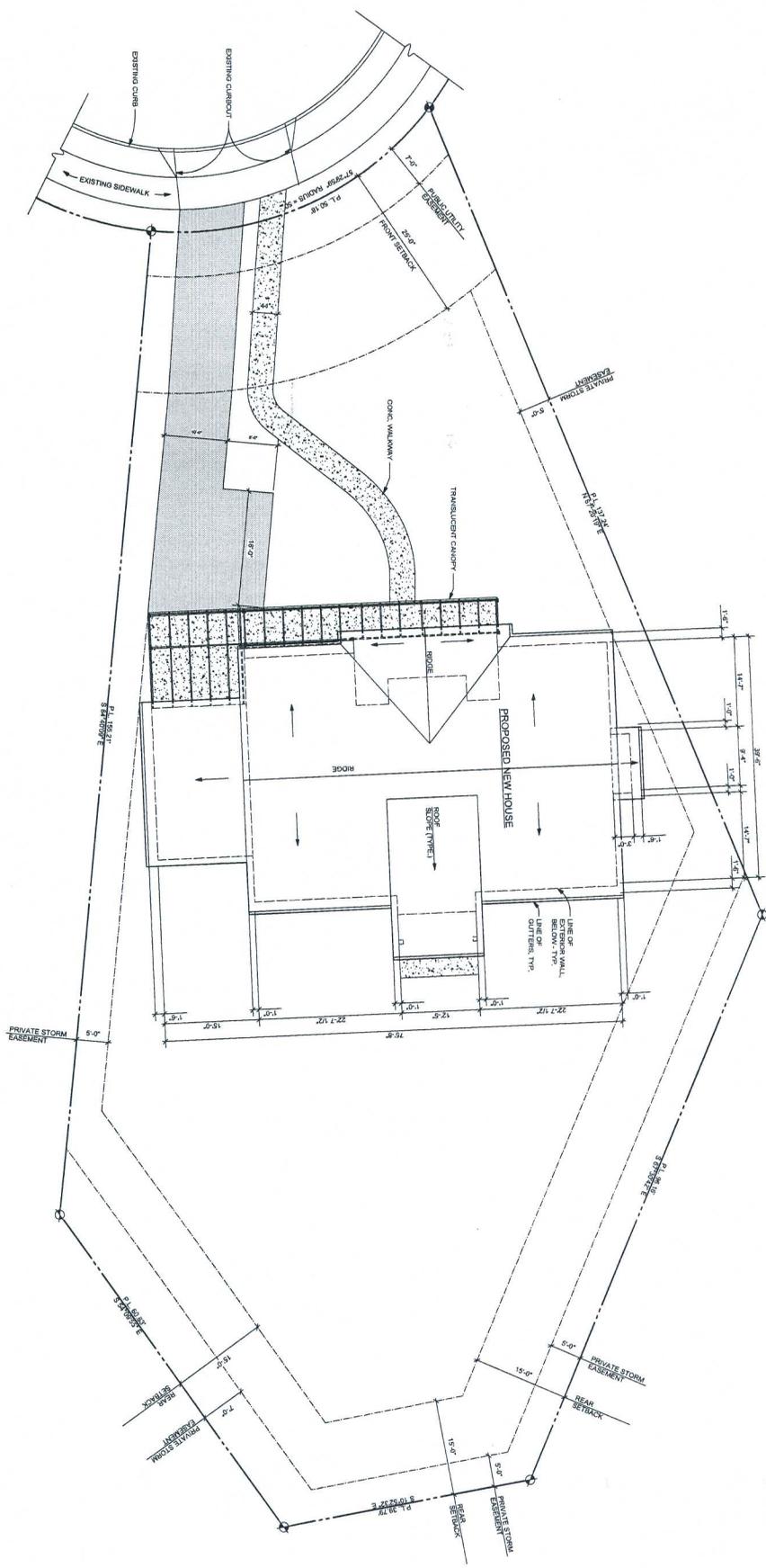
FFC will be purchasing a four-bedroom house that Lower Columbia CAP is building. The house will be rented to (4) extremely low-income individuals with a developmental disability who are and will continue to receive 24/7 support and training services from Life Works.

The architect, Environmental Works, has completed the house drawings, which are attached. FFC expects that the construction will start in September with a December completion date.

A handwritten signature in blue ink, which appears to read 'Michael Pollowitz', is positioned above the printed name.

Michael Pollowitz  
Development Consultant





Site Plan  
 Date: 8 August 2014  
 Project: FFC Longview Life Works  
 Drawing No: 14-016A

FFC Longview  
 Life Works  
 New Residence  
 4600 Washington St  
 Longview, WA 98604





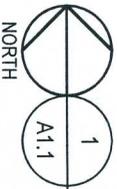
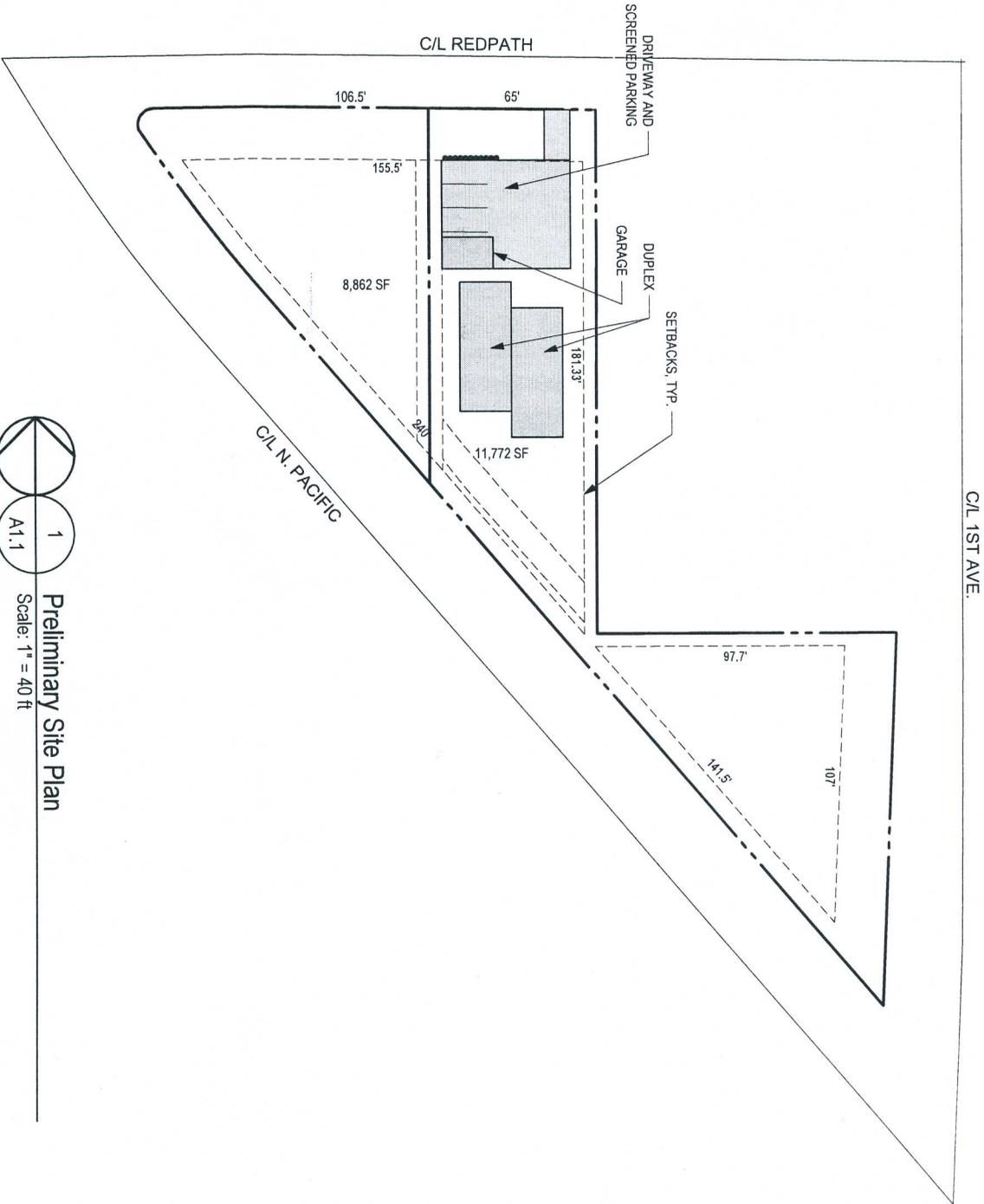
**2013 Annual Report**  
**City of Kelso**  
**Foundation For the Challenged (FFC)**  
**FFC VIII**

FFC will be purchasing a duplex with two-bedrooms on each side that Lower Columbia CAP is building. The duplex will be rented to (4) extremely low-income individuals with a developmental disability who are and will continue to receive 24/7 support and training services from Life Works.

Lower Columbia CAP is in the process of acquiring a building lot from the City of Kelso. They anticipate acquiring the lot in September. The architect, Environmental Works, is in the preliminary stage of designing and drawing the plans for the duplex. The site plan attached is a rough draft of what FFC is considering. FFC expects that the construction will start in October with a January completion date.

Sincerely,

Michael Pollowitz  
Development Consultant



1  
A1.1  
Preliminary Site Plan  
Scale: 1" = 40 ft

- ZONING: RMF
- SETBACKS:
- 20' FRONT YARD
  - 5' SIDE YARD
  - 7' STREET SIDE YARD
  - 10' REAR YARD

**Foundation For the Challenged  
Kelso Residence**

1124 N. Pacific Avenue  
Kelso, WA 98626  
2 July 2014

EW Proj. No. 14-009A

**A1.0**

environmental  
**WORKS**  
Community Design Center  
402 15th Avenue East  
Seattle, Washington 98112  
Dan Baldner  
206.787.1375  
206.328.5494 fax  
dbaldner@envorks.org





# Longview Housing Authority

Christina M. Pegg, Executive Director

## 2013 Annual Report HIGHLANDS HOME OWNERSHIP PROMOTION

Funds, \$60,000 awarded



Before



After

### Project Overview

This is another project by the Housing Authority whose intent is to encourage reinvestment in a blighted portion of the Highland's neighborhood by encouraging new home ownership and private investment in the area. The project property was purchased by LHA from the Highlands Neighborhood Association.

Resources were used to remove a derelict single family home located at 143 17<sup>th</sup> Avenue and replace this home with a new three bedroom single family resident that was sold to a qualified home buyer. Funds were used to reduce the sales price of the new home, help defray costs associated with demolition, assist with survey costs and defray city utility costs. The new home was purchased by a household earning 80% or less of the Area Median Income adjusted for family size. LHA found qualified home buyers through its Home Ownership Coordinator.

LHA self contracted the construction of the new home. The funds from the City were supplemented with a conventional bank loan for first mortgage.

### Challenges

The building had hazardous materials within and LHA is fortunate to have staff on board that was certified to remove this material prior to razing the derelict building.



Securing a qualified home buyer for the new home was challenging. Finding prospective homebuyers that are “credit ready” has been a significant challenge so far.

LHA financed construction costs associated with the project until such time as permanent financing, secured by the home buyers, was available. City HOME funds were used to purchase both materials and pay the LHA construction crew.



### Significant Accomplishments

- Secured permanent financing March 2013
- Building permits secured June
- Demolition of derelict home complete and foundation framed in at the end of June.
- Use of in house labor for all construction work.
- Construction completed October 2013
- First time home ownership for one family achieved in 2013.



*Katie Bonus*

Katie Bonus, Asset Manager  
Longview Housing Authority



# Longview Housing Authority

Christina M. Pegg, C

August 12, 2014

City of Longview  
City Council Members  
PO Box 128  
Longview WA 98632

RE: HOME TBRA Annual Report

To Whom It May Concern::

I am pleased to present our 2013-14 performance report of the TBRA (Tenant Based Rental Assistance) program made possible with HOME funding from the City of Longview. HOME funding provides the most critical component for housing success for low-income families.

Utilizing HOME dollars, families receive assistance with their monthly rent. Our grant partner, Emergency Support Shelter provides a personalized array of skill building and self management tools. This partnership provides greater opportunity for success and self-sufficiency for some of the more needy members of our community.

The HOME program staff of Longview Housing Authority is proud to present you with this report. We hope you will continue to appreciate our success.

Sincerest regards,

Vickie Rhodes  
Housing Assistance Programs Manager





August 12, 2014

To: City of Longview  
Re: Annual Review of Home Program

To Whom It May Concern:

## **TBRA Emergency Support Shelter (ESS)**

The TBRA ESS program housed 9 families over the past year. Of those 5 are still currently being assisted. Of the 9 families 4 were terminated and/or requested termination from the program.

Families coming on to the TBRA ESS program often have to overcome not only physical hardships such as no housing, clothing, employment, but also have to overcome the intangible hardships such as low self-esteem, lack of a good network of friends and family for emotional support, and necessary skills to manage the responsibilities of running a home.

The mentoring and monitoring these families receive from Emergency Support Shelter is essential to their success. Most of the families lack the life skills needed to maintain a home. Emergency Support Shelter's support and guidance can make the difference between breaking the domestic violence cycle and going back to their abuser.



Theresa Steele  
Housing Specialist





## Emergency Support Shelter

*support \* validation \* safety \* hope*

P.O. Box 877  
304 Cowlitz Way  
Kelso, WA 98626  
www.esshelter.com

360-425-1176  
Fax 360-425-3970

There are so many success stories with this program. I don't even know where to begin. Over the past year I have seen two women with families complete the program, and receive a HUD voucher. To be a part of that is so rewarding, because they did it themselves and achieved the unexpected. A couple have got jobs and started working, and they are able now to maintain that rent on their own. So many have learned life skills they did not know before. They have learned how to live on a budget, parent their children in a healthy way, and know no matter what they are able to do this on their own.

It is such a privilege to be a part of such a great program. I am looking forward to still see ongoing successes.

Christy Weber



*Building Healthy Communities  
One Family At A Time*

1526 Commerce Avenue \* Longview, Washington 98632 \* 360-425-3430 \* toll free 800-383-2101 \* [www.LowerColumbiaCAP.org](http://www.LowerColumbiaCAP.org)

**Lower Columbia CAP  
Energy and Housing Department  
2013 Annual Report**

**LONGVIEW/KELSO PERMANENT SUPPORTIVE HOUSING 965 33<sup>rd</sup> Ave.  
LOWER COLUMBIA CAP**

Lower Columbia CAP completed a 6 bedroom home at 965 33<sup>rd</sup> Avenue in Longview, WA for Low Barrier Housing with Supportive Services. Construction of the Home was completed in August 2013, and six (6) tenants moved in the first part of September 2013. This Permanent Supportive Housing Program is an evidence-based pilot modeled after the Corporation for Supportive Housing's Frequent User Systems Engagement (FUSE) Initiative. The program provides the 6 participants with intensive case management and coordination across the Continuum of Care, making sure appropriate case conferencing and coordinated intervention takes place to avoid crises and maintain stability of those housed. Assistance with service and housing costs, as well as increased/expedited access of SSI/SSDI benefits by implementing a SOAR initiative is also provided. The intended program outcomes are increased stability and self-sufficiency on the part of the program participants, a high housing retention rate, reduction in the use of shelters, and a reduction in the use of jail. During this first year of operation, all of these outcomes are being met.



Front & Landscaping



Kitchen



Living Room



Laundry Room



Bedroom



Bathrooms



Bathroom

**4570 Windemere St., Longview, WA**

This Affordable Housing (ownership) Project consists of one single family unit located at 4570 Windemere Street. The unit is a three bedroom, 2 bath, home with garage, built on individual lot, and designated Residential Single Family. CAP received Certificate of Occupancy July 29, 2014, one month ahead of projected timeline in the 2013 CAPER. As proposed in the original project, this unit has been purchased by a household making 60% Area Median Income, at a \$50,000 mortgage.



Front View



Living Room and partial dining area



Kitchen



Kitchen



Bedroom



Bathroom

**46th ST. SELF-HELP  
LOWER COLUMBIA CAP**

4564 Windemere will begin construction May 2015, with a projected completion date of September 2015. This proposed Affordable Housing (ownership) Project will be a three bedroom, 2 bath, home with garage, built on individual lot, designated Residential Single Family. This unit will be purchased by a household making 80% Area Median Income, at an \$80,000 mortgage.

In addition, CAP anticipates commencing construction in October 2014 of a 4 bedroom, 2 bath group home with shared dining room and kitchen to serve as affordable supportive housing for persons with developmental disabilities at 4560 Windemere. This home will be owned by Foundation For the Challenged, and operated by LifeWorks. Completion of the home is projected to be February, 2015.

CAP will continue development of the remaining three (3) lots in this subdivision, looking to recruit families for a possible Urban Self-Help-Housing (Lite) project in 2016.

**1124 N. Pacific Avenue , Kelso, WA 98626  
LOWER COLUMBIA CAP**

This proposed Affordable Housing (ownership) Project was originally to support construction of 8 cottages for self-help homeownership (900-1200sq. ft.), located at the Kelso Brownfield (formerly Terry Salvage Yard) redevelopment effort. The homes were to share community space, and each home has access to two surface parking spaces. However, over the past year, it has been determined that the projected development costs of this project make it not viable for Affordable housing.

Instead, CAP plans to divide the site in three lots to be used for Affordable housing. CAP anticipates commencing construction on the first lot in January 2015 of a 4 bedroom, 2 bath group home with shared dining room and kitchen to serve as affordable supportive housing for persons with developmental disabilities. This home will be owned by Foundation For the Challenged, and operated by LifeWorks. Completion of the home is projected to be May, 2015.

CAP will continue development of the remaining two (2) lots in this subdivision, looking to recruit families for a possible Urban Self-Help-Housing (Lite) project in 2016.

*Ilona Kerby*

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Ilona Kerby, Executive Director, Lower Columbia CAP

## Part 4

# Citizen Participation





# What are Local Agencies, Individuals and Cities doing for Affordable Housing and Community Development Entitlement Projects?

**2012 Consolidated Annual Performance and Evaluation Report (CAPER)  
Public Review and Comment Period  
October 15 through October 29, 2013**

## What are the HOME & CDBG Programs?

- The HOME Investment Partnership program provides funding to increase and maintain affordable housing in the Cities of Longview and Kelso. \$261,801.
- The Community Development Block Grant Program (CDBG) provides grants and loans for public and community facilities, infrastructure, housing, economic development, public services and planning activities within the City of Longview. \$306,464.
- Projects benefit low/moderate income residents, a neighborhood, or redevelopment.
- Funded through the Federal Department of Housing and Urban Development (HUD).

## What are our Current & 2012 Program Year Completed Projects?

### HOME

*Cowlitz County Habitat for Humanity*  
*Land Acquisition & Infrastructure*  
*Longview- 1 Family w/ new homes*  
*& 1 underway*  
*Kelso – 1 Family w/ new home*  
*Kelso Housing Authority*  
*Tenant Based Rental Assistance for*  
*Domestic Violence*  
*Longview Housing Authority*  
*Comrade Quarters Life/Safety & ADA*  
*Blighted Property Redevelopment*  
*207-211 20th Ave.*  
*Highlands Homeownership Promotion*  
*143 17th Ave.*  
*Lower Columbia Community Action Program*  
*965 33rd Ave., Supportive Housing*  
*235 Douglas St. Lease-to-Own*

### CDBG

*Main Entitlement Projects*  
*City of Longview*  
*Highlands Trail*  
*Senior Center Kitchen Improvement*  
*Longview Housing Authority*  
*Elderly Aging-in-Place Grants*  
*Lower Columbia Community Action*  
*Micro-Business Development & Support*  
*Stageworks Northwest*  
*Rehab 1433 Commerce Ave LV Theater*  
*Public Services*  
*Family Finance Resource Center*  
*Home Owner Foreclosure Avoidance*  
*Counseling*  
*Lower Columbia Community Action Council*  
*Help Warehouse*  
*Planning*  
*Highlands Neighborhood Center*  
*Highlands Community Center Plan*

## Contents of the HOME & CDBG Annual Performance Report

Executive summary, Narrative of goals and accomplishments of current projects, Annual 2012 budgets, Project reports with photos, Public participation in Longview and Kelso.

## Where is the HOME & CDBG Annual Report?

- City of Longview Community Development Department, 1525 Broadway, Longview
- Longview Housing Authority, 820 11th Avenue, Longview
- Longview Public Library Reference Desk, 1600 Louisiana St., Longview
- Lower Columbia Community Action Program, 1526 Commerce Ave., Longview
- Kelso Housing Authority, 1415 S. 10th, Kelso
- City of Kelso, Community Development, 203 S. Pacific, 2nd floor, Kelso
- Kelso Public Library, Three Rivers Mall, Kelso
- On the web: <http://www.mylongview.com/index.aspx?page=497>

## All COMMENTS must be received by October 29, 2013

Please direct all written comments to Julie Hourcle<sup>7</sup>, Community Development, Longview City Hall, PO Box 128/1525 Broadway, Longview, Washington, 98632-7080 or e-mail [julie.hourcle@mylongview.com](mailto:julie.hourcle@mylongview.com). For information about the HOME & CDBG programs call Longview Community Development at 442.5081

**A PUBLIC HEARING will be held on  
October 24, 2013 at Longview City Hall, 7 PM.**

# City of Longview

## REQUEST FOR PROPOSALS

### 2013 Community Development Block Grant (CDBG) Program 2013 HOME Program (Longview & Kelso) 2013 Document Recording Fee Program

#### Community Development Block Grant

This program was created to develop viable urban communities by providing decent housing, create a suitable living environment, and expand economic opportunities for low- and moderate-income persons. Project activities must principally benefit Longview residents. Funded through the Federal Department of Housing and Urban Development (HUD).

#### 2013 CDBG projects will be limited to approximately:

- Main Entitlement \$195,911    ■ Public Services \$41,387
  - Planning Funding (reserved for the 2014-2018 Consolidated Plan)
- Projects are selected on a locally competitive basis. Projects must:
- Principally benefit low- and moderate-income persons; or
  - Prevent or eliminate slums or blight
  - Be Listed in the 2009-2013 Consolidated Plan (see Website below)

Proposals for CDBG must be submitted by February 4, 2013.

City Council Public Hearing/Project Selection  
Thursday, March 28, 2013 at 7:00 PM

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#### HOME Program for Affordable Housing

Longview & Kelso - This program provides funding to agency and business "partners" to increase and maintain affordable housing in Longview and Kelso. Housing projects must target persons with incomes less than 80% of the Cowlitz County Median Income based on family size.

- HOME Projects must target objectives and outcomes within the 2009-2013 Consolidated Plan (see website listed below)
- Longview funding will be approximately \$283,665
- Kelso funding will be approximately \$93,885

Funded through the Federal Department of Housing and Urban Development (HUD).

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#### Document Recording Fee

This Longview program provides for a variety of housing projects for persons with incomes below 50% of the Median Income for Cowlitz County based on family size. Operation and maintenance of Housing Trust Fund projects and shelters are also eligible under this program. Approximately \$25,000 is available for funding in Longview. Funded by the Cowlitz County Document Recording Fee Surcharge.

**Proposals for HOME & Document Recording Fee projects  
must be submitted by March 4, 2013**

Kelso City Council HOME Public  
Hearing/Project Selection,  
Tuesday April 16, 2013 at 7:00 PM

Longview City Council HOME & DRF  
Public Hearing/Project Selection -  
Thursday, April 25, 2013 at 7:00 PM

All projects will be available for public review one week prior to their public hearing.

For more information, technical assistance and Project Design Form  
Contact Julie Hourcle', 360.442.5081, 7AM - 6 PM, Monday through Thursday.

E-mail: [julie.hourcle@mylongview.com](mailto:julie.hourcle@mylongview.com)

2009-2013 Consolidated Plan website:

<http://www.mylongview.com/communitydev/documents/cdbg/Con-Plan2009-2013.pdf>



**2013 Community Development Block Grant (CDBG)  
Longview Project Design Allocations  
Join Us for a Public Hearing**



Speak in Support of Selecting One or More of the Projects Below

**The Longview Community Development Block Grant Program**

This program was created to develop viable urban communities by providing decent housing, a suitable living environment, and expand economic opportunities principally for low- and moderate-income persons. Funded through the Federal Department of Housing and Urban Development.

**Project Design Proposals are available for review at the  
Longview City Hall, Community Development Department, 1525 Broadway,  
Monday-Thursday, 7 AM to 6 PM, on the CDBG website,  
or by calling 442-5081 for further information.**

**Main Entitlement**

**Amount Available: \$199,948.99 Estimated** **Amount Requested: \$220,000**

**Archie Anderson Park Basketball Court Lighting** – Replace two wooden light poles with four steel light poles and two energy-efficient lights on each pole. City of Longview Parks and Recreation Dept. **\$105,000**

**Highlands Community Center Project Phase 1** – Rehabilitate a single-family home into a community center for the Highlands neighborhood located at 292 21st Ave. (corner of Alabama St.) Highlands Neighborhood Association **\$99,000**

**Renovating Community House** – Replace 37 windows at the Community House on Broadway homeless shelter and convert space on the first floor for handicapped residents. Additional funding will complete the project. Community House on Broadway **\$16,000**

**Public Service**

**Amount Available: \$41,397.15 Estimated** **Amount Requested: \$53,191**

**Help Warehouse** – Collect and distribute food to eight area food banks and provide emergency food boxes and home delivery to low-income City of Longview residents. Lower Columbia Community Action Program **\$41,387**

**Self-Help Plus Program: Legal Aid for Vulnerable Citizens** – Free legal representation to veterans, domestic violence victims, and relatives of at-risk children. A combined total of 50 hours of legal representation will be provided to 5-10 Longview residents.

Cowlitz-Wahkiakum Legal Aid **\$5,600**

**Tenant Based Rental Assistance Services & Management** – Provide housing services and management for victims of domestic violence for tenant based rental assistance funded under the HOME program. 10 families are planned to be served through a pending HOME allocation. Longview Housing Authority **\$6,204**

**Planning**

**Amount Available: \$13,799.05 Estimated** **Amount Requested: \$13,799**

**2014-2018 Consolidated Plan** – This 5-year community-based plan will provide an update of U.S. Census data, identify neighborhood needs and strategies to serve low/moderate income persons, and list program priorities for the HOME Program and Community Development Block Grant Program. A consultant will be hired to prepare the plan using HUD's new electronic submission requirement. The plan is required by the Department of Housing and Urban Development for continued City of Longview HOME and CDBG Entitlement funding. City of Longview **\$13,799**

**Public Hearing Date & Time: Thursday, March 28, 2013 at 7:00 PM**

**Place: Longview City Hall Council Chambers  
1525 Broadway, Longview WA**

The purpose of the Public Hearing is to provide information on the Community Development Block Grant Program, identify community development needs and project designs eligible for funding, hear public comment particularly from low and moderate-income persons regarding proposed projects, ensure broad-based community support for a project, and select projects for funding.

Anyone interested may appear and be heard in regard to this public hearing. The Longview City Hall is accessible for persons with disabilities. Please let us know 24 hours in advance if you will need any special accommodations to attend the meeting or an interpreter. If you are unable to attend, you may direct written correspondence the Longview City Clerk, PO Box 128, Longview, WA 98632.

**For further information, contact Julie Hourcle' at 442.5081.**

**E-mail: julie.hourcle@mylongview.com**

**Visit our CDBG website at <http://www.mylongview.com/communitydev/cdbg.html>**

**Public Hearings for Affordable Housing  
April 16 Kelso & April 25 Longview  
Longview-Kelso HOME Consortium  
2013 Project Design Allocations**



Speak in Support of Selecting One or More of the Projects Below

The purpose of the Public Hearings is to provide information on the HOME Program and Document Recording Fee Program, to identify housing needs and project designs eligible for funding, hear public comment particularly from low and moderate-income persons regarding proposed projects, ensure broad-based community support for a project, and select projects for funding.

**The HOME Investment Partnerships Program**

This program provides funding to agency and business "partners" to increase and maintain affordable housing in Longview and Kelso. Projects must target persons with incomes less than 80% of the Cowlitz County Median Income based on family size. Funded by the U.S. Department of Housing and Urban Development.

**Document Recording Fee**

This program provides for a variety of housing projects, including shelters, for persons with incomes below 50% of the Median Income for Cowlitz County based on family size. Funded by the Cowlitz County Document Recording Fee Surcharge.

**Project Design Proposals are available for review on the web  
at [http://www.mylongview.com/communitydev/HOME\\_program.html](http://www.mylongview.com/communitydev/HOME_program.html)  
or at the Community Development Department for each City:  
Longview City Hall, M-TH, 7 AM-6PM (1525 Broadway, Longview)  
and Kelso City Hall, M-F, 8 AM-5PM (203 S. Pacific, Kelso)**

**Consortium Community Housing Development Organization (CHDO) Request for Funding  
CHDO 5% Operating Costs**

To support the Consortium's Community Housing Development Organization (CHDO) Lower Columbia Community Action Program (Housing and Energy Division) operating and capacity building costs including salaries and benefits, training, department pro-rated cost allocations (rent, phone, etc.), equipment, materials, supplies and tools. The amount will be 5% of the 2013 HOME allocation. Lower Columbia Community Action Program **\$11,831 estimated**  
Requires approval from Consortium Partners (Longview and Kelso City Councils)

**2013 Longview HOME Project Summaries**

**Amount Available: \$274,792.65 Estimated                      Amount Requested: \$251,040**

**CAP Homeownership – 4570 Windemere St.** – Construct one new single-family home with 3-bedrooms, 1-1/2 baths with garage on an existing vacant lot for affordable home ownership. The family must be below 80% median income for Cowlitz County, meet credit requirements, and be able to obtain a bank mortgage. Lower Columbia Community Action Program **\$144,000**

**Foundation for the Challenged Home** – Purchase and rehabilitate a residential property for rental occupancy for persons with disabilities. The property will contain 4-bedrooms in either a single-family home or duplex. Case management is provided by Life Works funded by WA Division of Developmental Disabilities. Life Works sponsored through Foundation for the Challenged **\$45,000**

**Tenant Based Rental Assistance for Survivors of Domestic Violence** – Provide transitional housing rental assistance for 10 participants for 12 months who are referred from the Emergency Support Shelter and receiving supportive services. Longview Housing Authority **\$62,040**

**2013 Kelso HOME Project Summaries**

**Amount Available: \$90,516.19 Estimated                      Amount Requested: \$93,473**

**Cowlitz Cottages** – Construct 8 cottages for self-help homeownership (900-1200 sq. ft.) with parking located at 1124 N. Pacific Avenue, Kelso, formally the Terry Salvage Yard. Lower Columbia Community Action Program **\$48,473**

**Foundation for the Challenged Home** – Purchase and rehabilitate a residential property for rental occupancy for persons with disabilities. The property will contain 4-bedrooms in either a single-family home or duplex. Case management is provided by Life Works funded by WA Division of Developmental Disabilities. Life Works sponsored through Foundation for the Challenged **\$45,000**

**2013 Longview Document Recording Fee**

**Amount Available: \$28,547.62 Estimated                      Amount Requested: \$28,527.54**

**Community House Operations** – Provide continued operation funding for Community House on Broadway for the community's homeless population. 90 beds and meals are provided within the facility. A case managed Homeless Recovery Program is also provided through Community House. Community House on Broadway **\$22,027.54**

**Domestic Violence Shelter Program** – Provide shelter and advocacy services to victims of domestic violence, sexual abuse and other crimes. This project supports operating costs for the shelter which has 32 beds and 4 cribs for women and children. Emergency Support Shelter **\$6,500**

**Public Hearing Dates & Times**

<b>Kelso</b>	<b>Longview</b>
<b>Tuesday, April 16, 2013 at 6:00 PM</b>	<b>Thursday, April 25, 2013 at 7:00 PM</b>
<b>Kelso City Hall Council Chambers</b>	<b>Longview City Hall Council Chamber</b>
<b>203 S. Pacific Ave., Kelso WA</b>	<b>1525 Broadway, Longview WA</b>

Anyone interested may appear and be heard in regard to this public hearing. The Longview and Kelso City Halls are accessible for persons with disabilities. Please let us know 24 hours in advance if you will need any special accommodations to attend the meeting or an interpreter. If you are unable to attend, you may direct written correspondence the respective City Clerk's Office: Kelso City Clerk, PO 819, Kelso, WA 98626 or the Longview City Clerk, PO Box 128, Longview, WA 98632 For further information, contact Julie Hourcle' at 442.5081

**Longview–Kelso HOME Consortium &  
Longview Community Development Block Grant Program**



**Invites You to Review our  
Draft 2013 Annual Action Plan**

**Public Review and Comment Period  
May 14 – June 12, 2013**

**What is the HOME/CDBG Annual Plan?**

This document is required in order to plan housing, community facilities, public facilities, economic development projects, and public services and priorities for Program Year 2013 (August 1, 2013 – July 31, 2014.) It is estimated that \$275,981 will be available for Longview Community Development Block Grant and \$236,620 will be available to the Longview–Kelso Consortium for HOME Program. The City of Longview is the lead agency and awaiting the 2013 HUD allocation determination. Both programs are funded by the Federal Department of Housing and Urban Development (HUD).

**2013 CDBG Annual Plan Projects – Selected by the Longview City Council**

**Main Entitlement**

- **Archie Anderson Park Basketball Court Lighting** – Replace two wooden light poles with four steel light poles and two energy-efficient lights on each pole for evening play. City of Longview Parks and Recreation Dept. **\$85,000**
- **Highlands Community Center Project Phase 1**– Rehabilitate a single-family home into a community center for the Highlands neighborhood located at 292 21st Ave. (corner of Alabama St.) Highlands Neighborhood Association **\$98,948**
- **Renovating Community House** – Replace 37 windows at the Community House on Broadway homeless shelter and convert space on the first floor for handicapped residents. Other funding for 30 windows will complete the project. Community House on Broadway **\$16,000**

**Public Service**

- **Help Warehouse** – Collect and distribute food to eight area food banks and provide emergency food boxes and home delivery to low-income City of Longview residents. Lower Columbia Community Action Program **\$35,193**
- **Tenant Based Rental Assistance Services & Management** – Provide housing services and management for victims of domestic violence for tenant based rental assistance funded under the HOME program. 10 families are planned to be served through the HOME allocation. Longview Housing Authority **\$6,204**

**Planning**

- **2014-2018 Consolidated Plan** – This 5-year community-based plan will provide an update of U.S. Census data, identify neighborhood needs and strategies to serve low/moderate income persons, and list program priorities for the HOME Program and Community Development Block Grant Program. A consultant will be hired to prepare the plan using HUD's new electronic submission requirement. The plan is required by the Department of Housing and Urban Development for continued City of Longview HOME and CDBG Entitlement funding. City of Longview **\$13,799 with additional CDBG Admin**

**2013 HOME Annual Plan Projects – Selected by the Longview or Kelso City Council**

**Longview**

- **CAP Homeownership – 4570 Windemere St.** – Construct one new single-family home with 3-bedrooms, 1-1/2 baths with garage on an existing vacant lot for affordable home ownership. The family must be below 80% median income for Cowlitz County, meet credit requirements, and be able to obtain a bank mortgage. Lower Columbia Community Action Program **\$144,000**
- **Foundation for the Challenged Home** – Purchase and rehabilitate a residential property for rental occupancy for persons with disabilities. The property will contain 4-bedrooms in either a single-family home or duplex. Case management is provided by Life Works funded by WA Division of Developmental Disabilities. Life Works sponsored through Foundation for the Challenged **\$45,000**
- **Tenant Based Rental Assistance for Survivors of Domestic Violence** – Provide transitional housing rental assistance for 10 participants for 12 months who are referred from the Emergency Support Shelter and receiving supportive services. Longview Housing Authority **\$62,040**

**Kelso**

- **Cowlitz Cottages**– Construct 8 cottages for self-help homeownership (900-1200 sq. ft.) with parking located at 1124 N. Pacific Avenue, Kelso, formally the Terry Salvage Yard. Lower Columbia Community Action Program **\$48,473**
- **Foundation for the Challenged Home** – Purchase and rehabilitate a residential property for rental occupancy for persons with disabilities. The property will contain 4-bedrooms in either a single-family home or duplex. Case management is provided by Life Works funded by WA Division of Developmental Disabilities. Life Works sponsored through Foundation for the Challenged **\$45,000**

**Community Housing Development Organization (CHDO)**

**Lower Columbia Community Action Program (CAP)**

***(Amounts are estimated)***

**\$35,493** 15% Set-Aside of HOME Grant to develop, sponsor, or own low-income housing projects. The Cowlitz Cottages project was selected by CAP to use 2013 partial CHDO funding.

**\$11,831** 5% Set-Aside of HOME Grant for Housing and Energy Dept. Operating Costs.

**Who benefits from the Plan?**

The CDBG and HOME programs must principally benefit low and moderate income individuals under 80% of the Cowlitz County Median Income based upon family size as published by HUD annually, and the CDBG Program may also prevent or eliminate slums or blight, benefit low-income neighborhoods, and be used for economic development.

**Where is the plan?**

The 2013 HOME and CDBG Annual Plan is available for review at the following locations beginning May 14th:

- City of Longview Community Development Department, 1525 Broadway, Longview;
- Longview Public Library Reference Desk, 1600 Louisiana St., Longview;
- Longview Housing Authority, 820 11th Ave., Longview
- City of Kelso, City Manager's Office, 203 S. Pacific, Suite 217, Kelso;
- Kelso Public Library, Three Rivers Mall, Kelso;
- Kelso Housing Authority, 1415 S. 10th Ave., Kelso;
- Lower Columbia Community Action Program, 1526 Commerce Ave., Longview.
- **On the web:** <http://www.mylongview.com/communitydev/cdbg.html>

**All comments must be received by June 12, 2013.**

Complete Project Designs are available for review on HOME or CDBG website through <http://www.mylongview.com/communitydev/index.html> and at the Longview Community Development Department. Please direct all comments to Julie Hourcle, Community Development, Longview City Hall, PO Box 128/1525 Broadway, Longview, Washington, 98632-7080. E-mail: [julie.hourcle@mylongview.com](mailto:julie.hourcle@mylongview.com). For information call Longview Community Development at 442.5081.

*The Longview Housing Authority presents:*

# Fair Housing 150: Advanced Fair Housing

Wednesday, July 23<sup>rd</sup>, 2014

10:00 – 3:00

General Meeting Room

Cowlitz County Administration Building

207 4<sup>th</sup> Ave. N., Kelso, WA 98626

This ½ day class will provide a brief fair housing overview followed by small group discussion and scenario analysis or other activities focused on issues concerning reasonable accommodation and modification, domestic violence situations, families with children, and/or tenant-on-tenant harassment. There will be time for lots of questions and answers. **Please note: Some familiarity with Fair Housing Basics is recommended.**

Do bring a pen and paper for note taking. **Box lunches will be provided.**

Our Instructor: Jo Becker is an Education and Outreach Specialist at the Fair Housing Council of Oregon, where she educates housing providers on fair housing laws and other issues of concern to them. Jo has also been a contributing columnist for a local housing industry publication since 2003, writing about marketing and technology.

**The Fair Housing Council (FHCO) is a private, nonprofit organization serving Oregon and SW Washington since 1990. They promote promote equal access to housing by providing education, outreach, technical assistance, and enforcement opportunities specifically related to federal, state, and local fair housing laws.**

This class is well suited for :

- Private landlords
- Property Management staff
- Maintenance Staff
- Housing Authority Staff
- Subsidized and Non-Profit Housing Providers
- Shelters

Fair Housing 150: Advanced Fair Housing Training  
7/23/2014, GMR, Cowlitz County Administration Building  
Registration form  
Page 1

**To Register:** Complete this form and email to [chris.pegg@longviewha.org](mailto:chris.pegg@longviewha.org), or print and fax to 360-425-9930.

**Registration deadline: Friday, July 18<sup>th</sup>, 2014**

**THERE IS NO CHARGE TO ATTEND THIS EVENT!**

**Name** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Representing** \_\_\_\_\_

**Questions?**

Contact Chris Pegg, CEO, Longview Housing Authority

Email: [chris.pegg@longviewha.org](mailto:chris.pegg@longviewha.org)

Phone: 360-423-0140, ext. 15

*Dawn Drier said her new shower, sinks and dishwasher are all affected by the plaque build up. She does not live at Ground Zero, but she sympathizes with those who do.*

*Rick Gilbertson identified himself as Dawn Campbell's father. He is alarmed at the health condition of his granddaughter, Elsie.*

*Several other residents commented about the water quality.*

## 8. **PUBLIC HEARINGS**

[13-2989](#)

### **PUBLIC HEARING: PROPOSED REVENUE SOURCES FOR THE 2014 GENERAL FUND BUDGET**

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Continued effective financial management of the City

#### **CITY ATTORNEY REVIEW: REQUIRED or N/A**

#### **SUMMARY STATEMENT:**

RCW 84.55.120 requires cities that collect regular property tax levies to hold a public hearing on the revenue sources for the following year's current expense budget. The hearing must include consideration of possible increases in the property tax revenues and shall be held prior to the time that the City levies the taxes or makes the request to have the taxes levied. Staff has prepared a presentation of the General Fund's revenue sources that includes the ad valorem tax levy rate for the 2014 General Fund Budget for Council's consideration.

#### **RECOMMENDED ACTION:**

Motion to direct the City Attorney to prepare the Resolution authorizing the tax levy and the Ordinance setting the ad valorem tax levy rate for 2014 for the November 7, 2013 Council meeting.

**Attachments:**     [2014 Gen Fund Revenues](#)  
                                   [2014 Revenue Sources \(2013 1024\)](#)

*Finance Director Kurt Sacha gave the financial presentation. He delineated the calculation a slight increase in the ad*

**A motion was made by Council Member Ken Botero, seconded by Council Member Tom Hutchinson, that the City Attorney be directed to prepare the necessary Resolution and Ordinance to adopt the 2014 ad valorem tax levy rate. The motion passed unanimously.**

[13 CAPER](#)

### **PUBLIC HEARING FOR THE 2012 CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT (CAPER) FOR THE HOME AND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS**

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Preserve and enhance neighborhoods

**CITY ATTORNEY REVIEW: N/A****SUMMARY STATEMENT:**

The City of Longview as a Community Development Block Grant (CDBG) Entitlement community and lead agency for the Longview-Kelso HOME Consortium is required to produce and submit a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD within 90 days of the completion of each program year which ends July 31st. The Report also requires a minimum 15-day public comment period. This public comment period began on October 15th and will end on October 29th, 2013. This Public Hearing will allow for public comment on HOME & CDBG program performance, accomplishments, and recommendations for program adjustments if needed. The CAPER has been distributed to the Longview and Kelso City Councils, public officials, and participating agencies/individuals.

The CAPER may be viewed on the City Website at:  
<http://www.mylongview.com/index.aspx?page=497> (Scroll down to the 2012 CAPER and the 2012 CAPER Public Comment Ad.)

**RECOMMENDED ACTION:**

No action required.

**Attachments:** [2012 CAPER Display Ad](#)

*Entitlement Program Coordinator Julie Hourcle presented the 2012 HOME/CDBG Report. She outlined and showed pictures of the projects in progress and as concluded.*

*No oral comments were given during the public hearing. However, the City Clerk is in possession of a letter written by Tom Horsley who urged Council to construct several benches with canopies along the Highlands Trail so walkers could rest and get out of the elements.*

**9. BOARD & COMMISSION RECOMMENDATIONS****10. ORDINANCES & RESOLUTIONS**

[RS 13 2085](#)

**RESOLUTION NO. 2085 - ADOPT THE CITY OF LONGVIEW HAZARD MITIGATION PLAN AS THIS JURISDICTION'S MULTI-HAZARD MITIGATION PLAN AND RESOLVE TO EXECUTE THE ACTIONS IN THE PLAN**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Enhance public safety and emergency response  
 Provide sustainable water quality & environmental infrastructure  
 Continue effective financial management

**CITY ATTORNEY REVIEW:** Yes - Reviewed 10/7/13





planning. Ms. Hourcle said this year she has posted all the applications on the City's website.

Mayor Jensen opened the public hearing at 9:25 p.m.

Pam Hite, Highlands Neighborhood Association president, spoke in favor of their \$99,000 request for refurbishment of a house as a community center.

Michael Torres, with CAP, spoke in support of the HELP Warehouse request for funding. He said CAP needs every cent it has asked for, but would accept any level of funding granted.

Laura Bashor spoke in favor of the Cowlitz Wahkiakum Legal Aid's request to provide legal services to low-income individuals.

Longview Housing Authority executive director Chris Pegg spoke in favor of their proposed tenant-based rental assistance program.

The public hearing was closed at 9:43 p.m.

Councilmember Wallin moved to distribute available funds as follows: Of the main entitlement funds, \$85,000 to the Archie Anderson Park improvements, \$98,948 toward the Highlands area community center, \$16,000 to Community House on Broadway; of the public service funds, fund the Legal Aid project and the Longview Housing Authority TBRA in full and give the balance to CAP for HELP Warehouse; and grant all funds available for planning toward update of the Consolidated Housing Plan. Councilmember Botero seconded the motion.

Councilmember Melink suggested some type of compromise, say reducing the Legal Aid and TRBA awards by 10% so the HELP warehouse doesn't take such a large cut. Councilmember Melink moved to amend the motion by removing funding from the Legal Aid project, funding the TRBA in full and the balance to the HELP Warehouse. This motion was duly seconded.

Upon a vote on the amendment, it passed with six "aye" votes to one "nay" vote by Councilmember Melink.

Councilmember Moon announced he had served on the Highlands Neighborhood Association board for many years; he is not presently on the board, and his previous service will not affect the way he votes on this issue.

Council decided to increase the amounts to utilize all available funds: award an additional \$.99 to the Highlands Community Center and the extra \$0.05 to the Consolidated Housing Plan.

**A motion was made by Council Member Wallin, seconded by Council Member Botero, that the CDBG funds be awarded as proposed by Councilmember Wallin and amended. The motion carried by the following vote:**

**Ayes:** 6 - Mayor Don Jensen, Council Member Botero, Council Member Hutchinson, Council Member Makinster, Council Member Moon and Council Member Wallin

**Nayes:** 1 - Mayor Pro Tem Melink

## **9. BOARD & COMMISSION RECOMMENDATIONS**

Captain Dave Davis, Salvation Army, gave the invocation. Mayor David Futcher led the flag salute. The Regular Meeting of the Kelso City Council was called to order by Mayor David Futcher. Councilmembers in attendance were: Futcher, Lefebvre, Archer, Myers, McDaniel, Roberson, and Schimmel.

**Minutes:** Upon motion by Councilmember Schimmel, seconded by Councilmember Roberson, 'Approve the Minutes of the 4/02/13 Regular Meeting,' motion carried, all voting yes.

**PROCLAMATIONS:**

Mayor Futcher read a proclamation declaring the month of May, as "**Mental Health Awareness Month**" in the City of Kelso. Lower Columbia Mental Health Director Eric Yakovich accepted the proclamation.

Mayor Futcher read a proclamation declaring April 21<sup>st</sup> – 27<sup>th</sup>, 2013, as "**Crime Victim's Rights Week**" in the City of Kelso. Emergency Support Shelter Assistant Director Sarah Hancock and Crime Victim Advocate Estrellita Barron accepted the proclamation.

Mayor Futcher read a proclamation declaring May 13<sup>th</sup> – 17<sup>th</sup>, 2013, as "**National Bike to Work Week**" in the City of Kelso. Bicycling Enthusiasts Steve Harvey and David Freece, and Cowlitz County HR Administrative Coordinator Stephanie Dunn accepted the proclamation.

Mayor Futcher read a proclamation declaring May 12<sup>th</sup> – 18<sup>th</sup>, 2013, as "**National Transportation Week**" in the City of Kelso. Public Works Director David Sypher accepted the proclamation.

**PRESENTATION:**

**2012 Community Development Annual Report:** Community Development Manager Nancy Malone gave a power point presentation that highlighted the department's activities and statistics for 2012.

**PUBLIC HEARINGS:**

**HOME 2013 Allocations/CHDO Request for Funding:** Mayor Futcher opened the public hearing at 6:25 p.m. City of Longview CDBG/ HOME Program Coordinator Julie Hourclé gave a power point presentation of the 2013 HOME funding allocation request and the Consortium Community Housing Development Organization funding request. The CHDO allocation, which will assist with operating costs, is 5% of the determined 2013 HOME allocation. The two Kelso HOME Project Design Proposals are as follows:

- **Cowlitz Cottages** – A self-help homeownership project for persons with low incomes, \$48,473.
- **Foundation for the Challenged** – The purchase and rehabilitation of a residential property for rental occupancy for persons with disabilities, \$45,000.

Comments from the audience in support of the funding allocations were made from:

- Marti Johnson, Life Works Executive Director
- Jan Navarre, Foundation for the Challenged Development Consultant
- Michael Torres, Lower Columbia Action Program Director

There being no further comments from the audience, Mayor Futcher closed the public hearing at 6:47 p.m.

Upon motion by Councilmember Schimmel, seconded by Councilmember Lefebvre, 'Approve the 5% Administrative Allocation, the \$45,000 for the Foundation for the Challenged, and the remaining amount up to \$48,473 for the Cowlitz Cottages,' motion carried, all voting yes.

**Kelso Six Year Transportation Improvement Plan Amendment:** Mayor Futcher opened the public hearing at 6:52 p.m. Community Development Director/City Engineer Mike Kardas briefed the Council on the request for additional funding in the amount of \$1,140,000 from the Quick Response Safety Grant for the West Main Realignment Project. There being no further comments from the audience, Mayor Futcher closed the public hearing at 6:54 p.m.

**CONSENT AGENDA:**

1. **Contract – Gibbs & Olson, Inc., Professional Services**
2. **Amendment – Airport Board Contract, Administration Services**
3. **Auditing of Accounts: \$1,728,430.99**

Mayor Futcher asked if any items should be removed for separate consideration. **Councilmember Archer requested Item No. 2 from the Consent Agenda to be discussed separately.**

Upon motion by Councilmember Myers, seconded by Councilmember Roberson, Approve the Consent Agenda and the Auditing of Accounts in the amount of \$1,728,430.99, with the removal of Item No. 2,' motion carried, all voting yes.

**CITIZEN BUSINESS:**

**Kerry Hargand** spoke from the audience regarding the biggest health issue in the county being mold related.

**A motion was made by Council Member Botero, seconded by Council Member Makinster, that this Ordinance be adopted. The motion carried by the following vote:**

**Ayes:** 5 - Mayor Don Jensen, Council Member Botero, Council Member Makinster, Mayor Pro Tem Melink and Council Member Moon

**Nayes:** 1 - Council Member Hutchinson

**Abstained:** 1 - Council Member Wallin

## **Recess**

*A ten-minute recess was held at 8:42. The meeting reconvened at 8:55 p.m.*

## **8. PUBLIC HEARINGS**

[13-2736](#)

### **PUBLIC HEARING FOR COMMENTS ON 2013 HOME AND DOCUMENT RECORDING FEE PROPOSED PROJECT ALLOCATIONS**

#### **COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Preserve and enhance neighborhoods

#### **CITY ATTORNEY REVIEW: N/A**

#### **SUMMARY STATEMENT:**

The HOME Investment Partnership Program is an entitlement program from the Federal Department of Housing and Urban Development (HUD). The HOME program will be explained highlighting the 2013 project designs which have been submitted through a public citizen participation process. During the Public Hearing citizens will have the opportunity to comment on the proposals and recommend project funding levels to Council. The Council will then discuss the projects recommending and voting on funding for each project. The public may also comment on projects and funding levels for the 2013 Document Recording Fee program. Public project review is available at the Community Development Office and on the City's HOME Website at [http://www.mylongview.com/communitydev/HOME\\_program.html](http://www.mylongview.com/communitydev/HOME_program.html).

Three (3) HOME projects and two (2) Document Recording Fee projects have been received. Additionally, the Lower Columbia Community Action Program has requested a 5% CHDO (Community Housing and Development Organization) Operating Cost allocation which both the Longview and Kelso Councils must approve as HOME Longview-Kelso Consortium partners.

Funding for 2013 HOME's Longview-Kelso Consortium is estimated at \$236,620 (a 10% reduction from 2012.) Additional funding for Longview projects has been made available through 2012 unobligated funding, and deobligations. Congress has not finalized HOME funding for 2013 at this time.

2013 Document Recording Fee funding from Cowlitz County totaling

\$28,547.62 (including interest) will be available to the City of Longview for low-income (50% or below median income) housing projects, shelters, and tenant-based rental assistance.

**RECOMMENDED ACTION:**

- 1) Hold the Public Hearing. Then, following Council discussion:
- 2) Motion to select projects and funding allocations for the HOME Program
- 3) Motion to select projects and funding allocations for the Document Recording Fee Program

***HOME Program***

**Consortium Community Housing Development Organization (CHDO)  
Request for Funding**

**CHDO 5% Operating Costs**

To support the Consortium's Community Housing Development Organization (CHDO) Lower Columbia Community Action Program (Housing and Energy Division) operating and capacity building costs including salaries and benefits, training, department pro-rated cost allocations (rent, phone, etc.), equipment, materials, supplies and tools. The amount will be 5% of the 2013 HOME allocation.

Lower Columbia Community Action Program **\$11,831 estimated**  
Requires approval from Consortium Partners (Longview and Kelso City Councils)

**2013 Longview HOME Project Summaries**

**Amount Available: \$274,792.65                      Amount Requested: \$251,040**

**CAP Homeownership - 4570 Windemere St.** - Construct one new single-family home with 3-bedrooms, 1-1/2 baths with garage on an existing vacant lot for affordable home ownership. The family must be below 80% median income for Cowlitz County, meet credit requirements, and be able to obtain a bank mortgage.

Lower Columbia Community Action Program **\$144,000**

**Foundation for the Challenged Home** - Purchase and rehabilitate a residential property for rental occupancy for persons with disabilities. The property will contain 4-bedrooms in either a single-family home or duplex. Case management is provided by Life Works funded by WA Division of Developmental Disabilities.

Life Works sponsored through Foundation for the Challenged **\$45,000**

**Tenant Based Rental Assistance for Survivors of Domestic Violence -**

Provide transitional housing rental assistance for 12 participants for 12 months who are referred from the Emergency Support Shelter and receiving supportive services.

Longview Housing Authority \$62,040

**2013 Longview Document Recording Fee**

**Amount Available: \$28,547.62      Amount Requested: \$28,527.54**

**Community House Operations** - Provide continued operation funding for Community House on Broadway for the community's homeless population. 90 beds and meals are provided within the facility. A case managed Homeless Recovery Program is also provided through Community House. Community House on Broadway **\$22,027.54**

**Domestic Violence Shelter Program** - Provide shelter and advocacy services to victims of domestic violence, sexual abuse and other crimes. This project supports operating costs for the shelter which has 32 beds and 4 cribs for women and children. Emergency Support Shelter **\$6,500**

**Attachments:**      [CAP Request 5% CHDO Operating Funds Feb 28 2013](#)

[HOME Entitlement Funding](#)

*Entitlement Program Coordinator Julie Hourcle refreshed Council on the source of the funds, qualification of projects, and described the projects that had been submitted for funding consideration.*

*Ms. Hourcle reported Longview may lose both HOME and CDBG entitlement funds next year. Both agencies have established minimum levels of funding, but have not been enforcing those limits. HOME's threshold is \$500,000 and CDBG's is \$349,000. If they start enforcing these minimums, Longview may not receive any funding because projects presented for funding have not been that high.*

*The public hearing was opened at 9:02 p.m. There being no comments, either written or oral, the public hearing was closed at 9:02 p.m.*

**A motion was made by Mayor Pro Tem Melink, seconded by Council Member Makinster, that the HOME and Document Recording Fee funds be distributed as proposed by staff. The motion carried by the following vote:**

**Ayes:** 6 - Mayor Don Jensen, Council Member Botero, Council Member Hutchinson, Council Member Makinster, Mayor Pro Tem Melink and Council Member Moon

**Nays:** 1 - Council Member Wallin

**9. BOARD & COMMISSION RECOMMENDATIONS**

**10. ORDINANCES & RESOLUTIONS**

[OR 13 3245](#)

**ORDINANCE NO. 3245 ADOPTING A NEW ZONING CODE CHAPTER ADDRESSING SMALL WIND ENERGY CONVERSION SYSTEMS AND WINDMILLS**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Preserve and enhance neighborhoods, Address quality of

**SUMMARY STATEMENT:**

This project includes installation of a new 60-mil Thermoplastic Polyolefin (TPO) roof membrane system over the existing sloped metal roof on the Mint Valley Racquet Complex building, and installation of a new 60-mil Polyvinyl Chloride (PVC) roof membrane and insulation system on the Signmasters Building (owned by the City) located at 1317 15th Avenue.

On June 27, 2013, two bids were received as follows:

\$164,297.16 - Weatherguard, Inc., Longview, WA

\$264,945.60 - Queen City Specialty Roofing, Inc., Mountlake Terrace, WA

**\$170,000.00 - Engineer's Estimate**

All bids received were determined to be regular and responsive.

**FINANCIAL SUMMARY:**

This project is funded by the Capital Projects Fund and the Building Replacement Fund.

**RECOMMENDED ACTION:**

Motion to accept the low bid and award a contract to Weatherguard, Inc. in the amount of \$164,297.16.

*Councilmember Hutchinson asked for clarification regarding the extent of the roof replacement at the Mint Valley complex.*

**A motion was made by Council Member Tom Hutchinson and duly seconded that this matter be approved. The motion passed unanimously.**

**13. CITY MANAGER'S REPORT**

[13-2884](#)

**REVISE THE 2013 CDBG FUNDING ALLOCATION FOR THE HELP WAREHOUSE AND ARCHIE ANDERSON PARK BASKETBALL LIGHTING PROJECTS****COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Preserve and Enhance Neighborhoods

**CITY ATTORNEY REVIEW:** N/A

**SUMMARY STATEMENT:**

The City Council made 2013 CDBG (Community Development Block Grant) Allocations on March 28th using the estimated funding amounts available at that time which was \$275,981. The City has since been notified of its final 2013 CDBG entitlement allocation of \$317,752 which provides an available 2013 balance for Main Entitlement and Public Service projects. HUD also is requesting that we obligate all our 2013 available funding. Therefore staff is recommending the following revised allocations:

Archie Anderson Park Basketball Lighting: Add \$6,589.81 to the allocated amount of \$85,000 for a revised total allocation of \$91,589.81. This would

replace partial funding from the the Koontz Fund for this project. This would allocate our total Main Entitlement allotment for 2013.

Help Warehouse: Add \$6,265.65 to the allocated amount of \$35,193.15 for a revised total allocation of \$41,458.80. Lower Columbia Community Action Programs' original request for funding was \$41,387. This would result in a total 2013 allocation of 15% for public services.

**RECOMMENDED ACTION:**

Motion to revise the 2013 CDBG Archie Anderson Basketball Lighting project to \$91,589.81

Motion to revise the 2013 CDBG Help Warehouse project to \$41,458.80.

*City Manager Gregory advised the actual grant amount received for allocation turned out to be higher than estimated. Staff recommended increasing the awards to the two projects that had been funded. Not all the extra funds were allocated; a portion was retained to cover administrative costs.*

**A motion was made by Council Member Chet Makinster, seconded by Council Member Ken Botero, that this matter be approved. The motion passed unanimously.**

[13-2897](#)

**REQUEST TO WAIVE GAMBLING TAX COLLECTION FOR COWLITZ PUD "WARM NEIGHBOR PROGRAM" AND SCHOOL SNACKS PROGRAM FOR LOW-INCOME CHILDREN ATTENDING WALLACE SCHOOL BINGO FUNDRAISER**

**COUNCIL STRATEGIC INITIATIVE ADDRESSED:**

Council Initiative: Address quality of place issues

**CITY ATTORNEY REVIEW: REQUIRED**

**SUMMARY STATEMENT:**

The request to waive bingo gambling taxes on behalf of Cowlitz PUD employees has historically been granted in support of the poor and the infirm in our community.

**RECOMMENDED ACTION:**

Motion to approve Cowlitz PUD's request to waive bingo gambling tax for Cowlitz PUD Warm Neighbor Program and School Snacks Program for low-income children attending Wallace School.

**Attachments:** [Cowlitz PUD Fundraiser](#)

**A motion was made by Council Member Chet Makinster, seconded by Council Member Ken Botero, that this matter be approved. The motion passed unanimously.**

[13-2887](#)

**PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH CONFLUENCE ENGINEERING FOR WATER QUALITY EVALUATIONS**

**COUNCIL INITIATIVE ADDRESSED:**

Provide sustainable water quality & environmental infrastructure

## Housing Advisory Committee

### Members

Goulet, **Marcel**  
Hallanger, **Bill**  
Hourcle', **Julie**  
Howe, **Pam**  
Keolker, **Jack**  
Kerby, **Ilona**  
London, **Jon**  
Nolte, **Gus**  
Pegg, **Chris**  
Perron, **Diane**  
Rubin, **Sam**  
Taylor, **Andrea**  
Taylor, **Melissa**  
Torres, **Michael**  
VACANT  
VACANT  
VACANT  
VACANT  
VACANT  
VACANT

### Representing

Kalama Housing Authority  
Rodman Realty  
City of Longview, Home Program  
At- Large  
At- Large  
Lower Columbia CAP  
Lower Columbia Mental Health  
DAPC  
Longview Housing Authority  
Cowlitz Habitat for Humanity  
Cowlitz-Wahkiakum Council of Governments  
City of Kalama  
Cowlitz-Wahkiakum Council of Governments  
Lower Columbia CAP  
City of Kelso  
Lifeworks  
City of Castle Rock  
Kelso Housing Authority  
City of Woodland  
Cowlitz County

### Cowlitz Housing First! Coalition Members

Name	Organization
Clemenson, <b>Summer</b>	Living Ministries
Davis, <b>Scott</b>	Davis & Associates/ Business Rep.
Goulet, <b>Marcel</b>	Kalama Housing
Grammount, <b>Ted</b>	Peer Advocate
Harris, <b>Katrina</b>	Cowlitz County
Helms-Jarrell, <b>Cindy</b>	Goodwill; Community Advocate
Hendrickson, <b>Chuck</b>	Love Overwhelming
Hendrickson, <b>Karma (Not Finalized)</b>	DSHS
Hertig, <b>Marilee</b>	Goodwill
Hillman, <b>Janice</b>	Salvation Army
Howe, <b>Pam</b>	Community Advocate/ Volunteer L.O.
Junker, <b>Sandy</b>	Headstart
Kennedy, <b>Maggie</b>	Evergreen Wellness Advocates
Keolker, <b>Jack</b>	Community Advocate
Kerby, <b>Ilona</b>	CAP
Laseke, <b>Grover</b>	Woodland
Leslie, <b>Anna</b>	CAP/Community Advocate
London, <b>Jon</b>	LCMH
Mawae, <b>Roberta</b>	LifeWorks
Morrison, <b>Frank</b>	CHOB
Nolte, <b>Gus</b>	DAPC
Patton, <b>Kathleen</b>	St. Stephen's Episcopal Church
Pegg, <b>Chris</b>	Longview Housing
Perron, <b>Diane</b>	Habitat for Humanity
Rosewood, <b>Amber</b>	Family Health Center
Rubin, <b>Sam</b>	Cowlitz-Wahkiakum Council of Governments
Stueve, <b>Barry</b>	Peace Health
Taylor, <b>Andrea</b>	City of Kalama
Taylor, <b>Melissa</b>	Cowlitz-Wahkiakum Council of Governments
Tinoco, <b>Sherrie</b>	ESS
VACANT	City of Kelso
Wallin, <b>Mike</b>	City of Longview
Wells, <b>Sgt. Dixie</b>	Longview Police Department
Whitney, <b>Deb</b>	Longview School District